

Transparency and Communication Policy

1. Purpose

Foresight is committed to ensuring its communications are clear, concise and accurate and respect the dignity and rights of our beneficiaries. Our communications provide our supporters, including donors, partners and beneficiaries with tangible examples of our sight-restoring work. We share information for fundraising, to strengthen and maintain our partnerships, to maintain transparency in our activities, and for engaging with and reporting to supporters, and also for media and advocacy work.

Foresight believes our stakeholders, donors and beneficiaries have the right to know what we are aiming to do, how we operate and work and whether our resources are being used effectively to deliver our vision in a manner consistent with our values.

2. Definitions

Communication Materials – Any material used to convey stories and examples about the work of Foresight to audiences including the public, supporters including donors, partners, beneficiaries and the media, which could include case studies, presentations, reports, publications, video, images, quotes and messages conveyed by any means including social media or website.

Personnel - A person who carries out work in any capacity for Foresight which includes paid employees, Board Directors, contractors, sub-contractors, consultants, work experience students or volunteers.

3. Background

Communication and information sharing is the bedrock of transparency and partnership, and the key to effective communication is impact. Communication Materials provide our supporters and partners with tangible examples of our sight-restoring work. They are used for fundraising, engaging with and reporting to supporters on the results of our programs and advocacy work to demonstrate our effectiveness. They are also used to share lessons learnt and emerging evidence

relating to effective programming, and to fulfil our responsibility to ensure our stakeholders and beneficiaries are well informed and engaged in our work.

All communication by Foresight, including Communication Materials, must abide by the following guiding principles.

4. Guiding principles

All communications activities will adhere to Foresight's policies and guidelines (including the Child Protection Policy), the Australian Council for International Development (ACFID) Code of Conduct and Fundraising Charter and the Fundraising Institute Australia (FIA) Code.

4.1.1 Foresight will at all times communicate truthfully, transparently, ethically and in an accessible manner. Communication Materials must:

- (a) be obtained and used according to ethical principles following the ACFID Code of Conduct;
- (b) be consistent with their stated purpose and Foresight's values;
- (c) accurately describe the nature and scope of Foresight's work;
- (d) acknowledge the role of partners and donors; and
- (f) must be approved by the General Manager or otherwise in accordance with relevant procedures.

4.1.2 All Communications Materials and other communication carried out for the purposes of soliciting funds must:

- (a) accurately represent the context, situation, proposed solutions and intended meaning of information provided by affected people;
- (b) clearly state if there is a specific purpose of each donation;
- (c) avoid material omissions, exaggerations, misleading visual portrayals and overstating the need or what the donor's response may achieve; and
- (d) include Foresight's identity including name, address, Australian Business Number and purpose.

4.1.3 Foresight values transparency in its work and will operate with openness, honesty and accountability. Foresight will make available and share appropriate information such as how we use donated funds, our financial statements and reports, with stakeholders including donors. Foresight believes our supporters and beneficiaries have the right to know, subject to protecting privacy and confidentiality as appropriate, what we are aiming to do, how we operate and work and whether our resources are being used effectively. To facilitate this we maintain effective systems to capture, document and disseminate results, good practices and lessons learnt.

4.1.4 Foresight's approach to obtaining and disseminating Communication Materials is to treat beneficiaries and partners consistently with respect and dignity.

4.1.4 Foresight's communication and fundraising activities must be conducted ethically and undertaken in accordance with the legislation and regulations of the relevant jurisdiction.

4.2 Collection and use of data, stories and/or images

4.2.1 When working with beneficiaries of assistance from Foresight, it is important to explain the purpose of collecting photographs and personal information and ensure that informed consent is obtained and recorded at all times in accordance with the relevant procedures.

4.2.2 Individuals selected as subjects of stories and/or images have rights, including the right to say 'no', the right to consent to the use of images, footage or other materials in which they are portrayed, and the right to withdraw that consent at any time.

4.2.3 All Personnel involved in the collection of photos or case studies of children must ensure that informed consent is obtained from the child and his/her parent or guardian before taking and using a child's photo in any Foresight materials. Personnel should also refer to the Child Protection Policy.

4.2.4 The collection and use of information for a story, project or program should be done such that it will not be used in a way that is detrimental to the people from whom the information is collected.

4.2.5 All Personnel are encouraged to be aware of and challenge their own preconceptions, prejudices, stereotyped beliefs and attitudes towards any individual or group whilst obtaining data, stories or images for Communications Materials.

4.2.6 Photos and footage used in Foresight's Communications Materials should respect the dignity, values, history, religion and culture of people, consistent with principles of basic human rights and the ACFID Code of Conduct. All photos should be honest representations of context and the facts and should not be used in a misleading way.

4.2.7 All Personnel and other representatives of Foresight must take responsibility for what they publish when using social media, exercise good judgment and common sense and not purport to speak on behalf of Foresight nor bring Foresight into disrepute. Material published on social media may be as public as if the comments were made in the media or at a public event. For example, if something ought not be said to a media representative, it similarly should not be published on social media. Personnel are accountable for what they communicate. Foresight does not condone use of social media by Personnel based in jurisdictions where it is unlawful.

5. Commitments under this policy

Foresight is committed to ensuring all of its communications uphold this Policy by:

- 5.1.2 Implementing all necessary procedures and guidelines to support this Policy.
- 5.1.2 Managing the use of all Communication Materials including images and stories.
- 5.1.3 Maintaining effective systems to capture, document and disseminate results, good practices and lessons learnt.
- 5.1.4 Promoting the principles contained in this Policy to both Foresight's Personnel, partners and others working with Foresight.
- 5.1.5 Providing ongoing training to Personnel who regularly collect the stories of our beneficiaries and providing guidelines and training materials for other Personnel and partners who may from time to time collect stories, data and images.
- 5.1.6 Encouraging all Personnel to ensure our communications are open, truthful and transparent.
- 5.1.7 Educating, training and empowering Personnel to understand the importance of communications and transparency and the rights of our beneficiaries.
- 5.1.8 Creating a culture that supports open and honest communications across Foresight.
- 5.1.9 Providing leadership and clear roles and responsibilities with regards to all Communications Materials and image collection.
- 5.1.10 Respecting that indigenous persons and communities have a right to say 'no' to any proposals put to them.
- 5.1.11 Implementing systems to ensure all Communication Materials including images and stories meet the requirements set out in this Policy, with a particular focus on the protection of children and vulnerable people and respecting the dignity of our beneficiaries.

6. Responsibility and accountability

The General Manager is responsible for ensuring this Policy is upheld and will inform the Board of Foresight of any concerns relating to communications or transparency that may present risk to Foresight, its Personnel, beneficiaries, partners, reputation, operations or other activities, in particular concerns regarding the safeguarding of children and vulnerable people.

The General Manager will hold relevant members of the Board accountable to this Policy.

All Personnel will adhere to the principles and commitments under this Policy and any related procedures and will take all reasonable care to ensure that their actions are not in breach of this Policy nor directly or indirectly encourage others to breach this Policy.

All Personnel are responsible for identifying and responding to any communications-based risk or concerns arising within Foresight’s business activities. Any matters of contention must be reported to the Board.

All associated stakeholders operating with or on behalf of Foresight are responsible to understand and abide by the principles and relevant commitments under this Policy and to advise the primary contact point within Foresight of any issues that may arise.

7. Monitoring

7.1 A report on the implementation of this Policy will be submitted to the Board no less than every three years across Foresight’s business activities, including the countries in which we work.

7.2 This Policy will be reviewed every three years.



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(Signature)

4th September 2019

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(Date)

Kevin Gardner

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(Print name)