



ACCOUNTABILITY AND TRANSPARENCY POLICY

1. POLICY STATEMENT

- a. Decision making will be open and transparent.
- b. Operations will be conducted in an ethical and accountable manner.
- c. Financial resources and physical infrastructure will be managed in an efficient and effective manner.
- d. Information will be accessible in adherence with legislative requirements, or any corresponding internal policies.
- e. Enquiries, concerns and complains will be responded to in a timely manner.
- f. Financial oversight, service standards and performance reporting (and all other accountability documents) will be made available and accessible, to encourage public involvement and interest.
- g. Members in management or authoritative positions will have corresponding mechanism.
- h. Donors receive updates on the progress of their funding, made available through the website, electronic communication or direct mail.
- i. All activities and funds raised by the Company will be directed towards not-for-profit initiatives, and no such non-developmental activities will occur as a result of Company funding.

2. DEFINITIONS

- a. *Accountability* refers to BETTER (Building East Timor Through Education/ Resources) promise to demonstrate responsibility for its actions, decisions and policies.
- b. *Transparency* refers to the principle that business will be conducted in an accessible, clear and visible manner, and that all activities are open to examination and scrutiny by stakeholders.

3. PURPOSE

- a. This policy provides guidance on BETTER (Building East Timor Through Education/ Resources) intends to ensure that matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, performance outcomes and fiscal responsibility.



4. APPLICATION

- a. This policy applies to all BETTER (Building East Timor Through Education/ Resources)operations, unless deemed necessary by the Board of Directors, and not in violation of any relevant legislation.

5. POLICY REQUIREMENTS

- a. Legislated Requirements
 - i. Corporations Act 2001
 - ii. Sarbanes---Oxley Act 2002
 - iii. Associations Incorporation Act 1984
 - iv. Corporations Amendment (Corporate Reporting Reform) Act 2010(Cth)
- b. Financial Reporting
 - i. Annual Audit by External Auditor(s)
 - ii. Annual Report
 - iii. Annual and Quarterly Financial Statements
 - iv. Short and Long Term Financial Plans
 - v. General Meetings (Board of Directors, AGM)
- c. Performance Measurement
 - i. Annual Report
 - ii. Strategic Plans
 - iii. Performance Reports (Board of Directors)
 - iv. Monitoring and Evaluation Reports
- d. Internal Accountability and Ethical Standards
 - i. Code of Conduct
 - ii. Constitution
 - iii. Anti-Fraud and Anti-Corruption Policy
 - iv. Conflict of Interest Policy
 - v. Complaints Handling Policy

6. RESPONSIBILITIES, MONITORING AND CONTRAVENTIONS

- a. All management are liable (to the extent outlined in BETTER (Building East Timor Through Education/ Resources) for their own actions and their behavior will be monitored as such to ensure that it is both ethical and aligned with the ethos of the Company.
- b. Formal complaints that have been lodged to BETTER (Building East Timor Through Education/ Resources) will be handled with in accordance to the BETTER (Building East Timor Through Education/ Resources) Complaints Handling Policy.