

TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	IGOV-06	Version	002
Policy accountability	CEO	First approved	6 th February 2020
Last revision	6 th February 2020	Next revision	1 year from the last revision

1. INTRODUCTION

Global EverGreening Alliance (the Alliance) values its relationship with its members, donors, volunteers and other stakeholders who partner with it to enable it to achieve its purpose.

It recognises that transparency and accountability build trust and help those relationships to flourish.

2. PURPOSE

The purpose of this document is to recognise the importance of transparency and accountability and facilitate the development and implementation of measures by the Alliance’s Board and staff to ensure appropriate transparency and accountability.

3. DEFINITIONS

Transparency: an organisation’s openness about its activities, providing information on what it is doing, where and how this takes place and how it is performing.

Accountability: explaining what an organization has done and taking responsibility for the results of the organisation’s own actions. This includes explaining how the organisation has used funds.

4. SCOPE

This policy applies to all staff, Board members, member organisations, Fellows and volunteers of the Alliance.

5. POLICY

The Alliance is committed:

1. to sharing timely, relevant and accurate information in an accessible format;
2. to providing stakeholders with an opportunity to provide input and feedback; and
3. to responding feedback effectively and appropriately.

6. RESPONSIBILITY

The CEO is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the organisation to perform its reporting functions. This includes reporting regularly to the Board on the operations of the Alliance.

The CEO will also ensure that privacy and other policies are in place to govern the access and use of documents including clients' records, staff records, member and donor records, and minutes of general meetings, in accordance with the constitution.

Staff are responsible for implementing and adhering to the policies and procedures developed by the CEO.

7. REVISION HISTORY

Revision Date	Revision no:	Summary description of revision(s) made	Section(s) changed:
6 February 2020	1	Development of Policy	Addition of sections on: <ul style="list-style-type: none"> - Introduction - Purpose - Definitions - Scope - Policy - Responsibility
8 th February 2024	2	Changes to version control box, new logo, numbering format applied	Logo Version Control Bos Numbering changes throughout

8. AUTHORISATION



Signature of Board Secretary

8th February 2024

Global EverGreening Alliance Ltd