

# OCI Foundation International

*Sponsors of the: (i) Cymed Undergraduate Scholarships (ii) CBH Scholarships (iii) IFOMSSA Junior Awards (iv) IFOMSSA Senior Awards and (v) Annual JAMB Awards (vi) ArOF Health Campaign (vii) LAMS Initiative (viii) The Gynocular Project*



## Transparency Policy (March 2025)

### A. Introduction

This document recognises the importance of transparency within the OCI Foundation. It facilitates the development, implementation, and upholding of transparency measures by all the Foundation's members and associates.

By definition, “**transparency**” **represents** an organisation's openness about its activities and the provision of information on what is being done, as well as where and how it is being done.

### B. Policy and Stakeholder Feedback

The OCI Foundation commits to transparency for all its members and associates. This implies sharing timely, relevant, and accurate information in accessible formats. It also includes giving stakeholders opportunities to provide input and feedback on disseminated information.

We will also respond to the feedback provided effectively and appropriately.

OCI Foundation regularly publishes information on its activities on its website and social media handles. These and the OCI Foundation's Governing Constitution and policies are on the organisation's website: <https://ocifoundation.org/>.

Specific information provided on the website includes:

- Governance structure, legal status and organisational purpose.
- Formal partnerships with other organisations.
- Organisational policies that are relevant to stakeholders external to the organisation.
- Results and lessons learned about the OCI Foundation activities

### C. Financial Management

The OCI Foundation commits to transparency and integrity on its financial management. We engage an approved external auditing firm for our finances annually. The resulting audited annual financial report is reviewed by our Board of Directors at the annual general meetings and made available to all stakeholders on both the OCI Foundation and the relevant ACNC webpages.

### D. Responsibilities

- The OCI Foundation's CEO is responsible for ensuring that systems and processes are in place to capture, record, and analyse the information necessary to enable the Board to perform its reporting functions. This includes regularly reporting to the Board on the Foundation's operations.

- The CEO also ensures that relevant policies are all in place to govern access and use of documents, including client records, staff records, member and donor records, and minutes of general meetings.
- Staff are responsible for implementing and adhering to the policies and procedures developed by the CEO.
- The OCI Foundation expects all partners and associates working with it to adopt transparency measures. We apply reasonable efforts to ensure this when selecting partners. Associate's continued failure to comply with transparency measures after feedback results in the termination of the partnership.

## E. Procedures

The OCI Foundation will disclose information or give reasons for any decision not to disclose it in accordance with the organisation's privacy policy and privacy law obligations.

The OCI Foundation is committed to transparency while balancing privacy and other legal obligations. When responding to requests for information not previously available to the public, the CEO has the discretion to provide the requested information and its format. The CEO may delegate responsibility for this as deemed fit. Reasons will be provided if the decision is made not to share the information.

## F. Board reporting

The OCI Foundation Board has the duty to ensure compliance with all legal and contractual reporting obligations. These include:

- Reporting to members in accordance with the Foundation's Governing Document.
- Preparing financial reports as required by law.
- Preparing reports as required by ACFID.
- Reporting to donors and government agencies in accordance with grant and funding contracts.
- Reporting to the ATO and other relevant State and Federal agencies.
- Reporting to the Australian Charities and Not-for-profits Commission, ACNC.
- reporting to the Australian Securities and Investment Commission

## G. Review of Policy Document

This policy is subject to review in March 2028, three years after its implementation. Our appraisal tool will be used as part of that review. However, it can be sooner if legislation or other events warrant it.

## H. Feedback

If you have any feedback on the OCI Foundation on this document, please get in touch with us immediately via the link [HERE](#).

*This document was developed courtesy of a similar document from Plus Education.*