PROJECTS OF *Promise*

developing thriving communities

Policy Manual

POLICY MANUAL

Please note: Until the Projects of Promise Executive Officer is appointed the Chairperson will be the Acting Executive Officer

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1 Introduction

1.0 PURPOSE OF THIS MANUAL

The purpose of this manual is to assist Projects of Promise staff to appraise, prepare and manage overseas community development project proposals and programs.

1.1 PROFILE OF PROJECTS OF PROMISE

Projects of Promise is a voluntary, non-profit and non-denominational Christian relief & development agency committed to the relief of poverty and the provision of education and development opportunities for children, families and communities in need in developing countries.

In cooperation with its partner agencies in developing countries, Projects of Promise will:

- Work with families and communities in strengthening their capacity to exercise greater control of their lives and improve economic and social self-reliance through education, literacy, employment training, health and micro credit programs.
- Undertake specific health and development projects aimed at the sustainable relief of poverty, homelessness, malnutrition and disease.

Although motivated by Christian faith, Projects of Promise seeks to help any in need regardless of religion, race, gender, age or political persuasion. Projects of Promise and its overseas partners maintain a clear separation of their development and relief activities from any activities involving evangelism, welfare and pastoral care.

In-Country Delivery Organisations:
Projects of Promise works in partnership with approved in-country delivery organisations (ICDO) to conduct their overseas project activities.

1.2 PROJECTS OF PROMISE ORGANISATIONAL STRUCTURE

Projects of Promise operates with a voluntary board and Country Directors who operate on a voluntary basis. The Country Directors oversee the country operations and report to the Projects of Promise board.

1.3 PHILOSOPHY OF PROJECTS OF PROMISE

The philosophy of Projects of Promise is expressed through the mission, value and vision statements of the organisation. At Projects of Promise we believe that by empowering the poor, and by encouraging and advocating for development activities that strengthen their capacity and sense of self-determination, the sustainable relief and eradication of poverty is possible. Projects of Promise extends assistance to all people in need and does not discriminate on religious, political, social, cultural, age or gender grounds.

Our Values

- We value people, regardless of age, gender or religious affiliation.
- We do not discriminate against any person but treat all equally.
- We are committed to the poor.
- Basic human needs are defined as primary health care, basic education, family planning, nutrition, water and sanitation, and shelter.
- We are a voice for the poor, the disadvantaged and the oppressed.
- We recognise that we live in a world where the gap between rich and poor, advantaged and disadvantaged, liberated and oppressed continues to widen. Our role is to speak for those who have no voice.
- We are partners and stewards.
- We achieve our goals through effective partnerships both within Australia and overseas. We are stewards of the responsibility we have to a world in need and of our donor funds.
- We are passionate, responsive and committed.
- Our passion is to express the love of God and this moves us to respond to the needs of those in poverty and distress throughout the world.

Our Vision

To encourage, support and build partnering relationships between self-help community groups in Australia and developing countries whereby they can work together to deliver best practice aid and development projects to needy communities based on mutual accountability trust and respect.

Our Activities

Projects of Promise has a mandate to ensure that in all its activities it will seek to:

- Build creative and trusting relationships with in-country delivery organisations, the beneficiaries of its programs and the communities to which they belong.
- Give priority to the needs, rights and interests of its program's beneficiaries, giving them opportunity for influence and decision making.
- Avoid creating dependency, by encouraging self-help and self-reliance among its program's beneficiaries.
- Involve beneficiary groups in all stages of the project cycle.

- Ensure the rights and dignity of beneficiaries and the wider community are respected.
- Respect and foster internationally recognised human rights, both socio-economic and civil-political.
- Enhance gender equality.
- Understand and be sensitive to the cultural and historical context of each situation.
- Communicate its mandate to key stakeholders (except where, due to political or other reasons, this could place people at risk.)
- Ensure the sustainability of its programs through:
    - Appropriate and ongoing capacity building in technical and administrative capability.
    - Long term, but well monitored engagement (which goes well beyond the traditional short term project cycle.)
    - The formation of strategic alliances and partnerships.
    - Risk management exercised in a manner appropriate to each situation.
    - Capacity building in appropriate income generation and cost recovery methods.
- Ensure that the environmental impacts of any intervention are fully screened and mitigated.
- Ensure that the lessons learned with partnerships and communities, build into improving the quality and effectiveness of each individual project and Agency Partners programs overall.

Paths to Development *(Theory of Change)*
Projects of Promise seeks to influence change in terms of improvements in health, education, social and economic conditions by taking an approach that acknowledges that community aspiration and self-determination is at the core of sustainable change.

We therefore:

- Enter projects with communities in a spirit of partnership
- Listen and seek to understand what matters to them and their hopes/aspirations for their community and their lives
- We are committed to providing opportunities for participants in programs delivered by Vine Communities partners, including children, to contribute their views and aspirations with regard to the development and delivery of programs through direct consultation.
- We work together to identify long term goals that are widely shared by the community
- We map backwards from the goals identifying the pre-conditions and requirements necessary to achieve the goal.
- We identify interventions, actions and initiatives that will contribute to achievement of the goals.

- We develop indicators and document both strategies and actions in development plans that are agreed between the partners.
- We report, monitor and maintain close communication with partners in order to progress strategies and action.
- We are committed to the sharing of information about results and lessons from research and practice to all stakeholders including partner groups, supporter groups and donors.

1.4 DEVELOPMENT PHILOSOPHY

Projects of Promise understands development as a process that supports people and their communities to realise their full potential, physically, socially, economically, environmentally, culturally and spirituality.

We work with our development partners to explore issues that limit development and to identify strategies that will assist in building community capacity and resilience. We work in partnership with the community to ensure opportunities for effective community participation both in the design and delivery of initiatives.

A commitment to partnership underpins our development approach which recognises and emphasises the strengths already present in communities and seeks to empower and mobilise community members in securing resources, developing skills, enlarging individual and collective capacity, and drive sustainable change.

The Projects of Promise development philosophy is intended to provide a 'development approach' which will inform the planning and delivery of development projects in local communities.

The key principles of this approach include:

- ***Sustainable Change:*** A planning and delivery approach focused on systemic and sustainable change
- ***Partnership:*** A commitment to active partnership with local development partners in which there is respect and regard for the contributions and capabilities that each partner brings in pursuit of shared development goals
- ***Inclusion:*** A commitment to engagement and inclusion of community members and stakeholders who are marginalised through discrimination, disadvantage, disability, race, gender, sexuality, sexual orientation, ethnicity, indigeneity, displacement, caste, policy or other social economic status
- ***Agency:*** Respecting the central importance of community and personal agency in producing positive and lasting change
- ***Zero Tolerance:*** A commitment to zero tolerance of any form of abuse, harassment, exploitation or other demeaning behaviour

2.1 Australian Identity & Projects Policy

Projects of Promise will seek to appropriately create awareness of Australian involvement and support in recipient communities and will encourage in-country organisations to assist in this process through identification of Australian support through all appropriate means.

Projects of Promise approved project proposals will outline how the Australian identity is to be promoted.

Some practical means of doing so include:

- Labeling and badging of project materials
- Projects of Promise logo; and/or the words Australian or *"Funded by the people of Australia")*
- The recognisable participation of Australian advisors in project activities
- Visits by Australian officials
- Development education – study visits by Australians to Australian aid projects
- Keeping Australian Missions overseas informed of projects
- In-country publicity in the local press reflecting Australia's involvement and support
- Media releases that include references to previous activities and achievements

It is essential that in identifying Australian involvement there be sensitivity to security and safety issues.

Should, at some future time, Projects of Promise be successful in being accredited under the Australian Non-Government Cooperation Program, it will observe the DFAT Visual Identification Guidelines identified at http://dfat.gov.au/about-us/corporate/Pages/branding-aid-projects-and-initiatives.aspx, and incorporate these guidelines into a revised version of this policy.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
1.0

2.2 Child Sponsorship Policy

Child Sponsorship as part of a Development Program
Projects of Promise may conduct tax deductible child sponsorship programs provided they are within a broader community development project in accordance with policy 2.19*: Separation of Development from Non-development Activities Policy*.

Privacy and Confidentiality - Staff
Personal information related to the children Projects of Promise sponsors should only be utilised in the course of normal employment and should not be shared with an unauthorised person(s). Staff are required to refer and adhere to Projects of Promise Privacy and Confidentiality policies to ensure that the privacy of children is protected.

Child Information Security
Projects of Promise will take every reasonable precaution to protect child information and picture folders from falling into the hands of individuals who do not share our commitment to the protection of children. Projects of Promise will maintain its picture folders and child information in a secure environment as is practicable and every caution will be exercised to ensure security.

Use of Child Photos and Information
Pictures, images, or other likenesses of children and/or information related to children that could compromise their care and protection will not be made available through any form of communication media without proper protection and understanding of their use. Moreover, any images of children should not be accompanied by detailed information relating to their place of residence. Images with corresponding text that may identify a child should be pixelated or removed.

Sponsor Visits / Project Visits
Upon receiving a Child Sponsorship Enquiry/Welcome Pack, all sponsors will be provided with information around procedures relating to visits to the field. Upon receiving an inquiry to visit a sponsored child, a Projects of Promise representative will provide the sponsor with information which outlines Sponsor Visit procedures including reinforcing our commitment to the protection of children.

Projects of Promise reserves the right to refuse or cancel a sponsor visit if a satisfactory background report is not provided including a police check, or if it contains information that would disqualify the sponsor from visiting the child.

While visiting projects, visitors must be accompanied by a staff person from Projects of Promise or from Projects of Promise Development Partner agency. Under no circumstances will a visitor be allowed to spend time with the child unsupervised. Furthermore, visitors will not be allowed to visit sponsored children in their own homes.

Communication with Sponsored Children
Projects of Promise child sponsors may write letters to their sponsored children and vice versa. These communications are sent to Projects of Promise partners, who translate them and send them on. This involvement ensures that there is no inappropriate information included in communications and that the children are protected. It also ensures that the addresses of both the sponsored child and the sponsor are not shared. Child sponsors are not allowed to interact with their sponsor child on social media.

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2.3 Communications Policy

Policy Context
Projects of Promise is committed to showing respectful regard to the dignity, values, history, religion, diversity and culture of the people with whom it works, acknowledging the importance of maintaining an ethical decision-making framework for its communications and operations. In all our activities and communication (in whatever media or form) Projects of Promise will seek to demonstrate behaviours consistent with human rights principles.

Projects of Promise seeks to be accurate and trustworthy in its communications, both internal and external, with the aim of providing reliable information to supporters and stakeholders concerning activities in Australia and abroad. We aim not simply to inform about our work, but seek to also provide information to stakeholders about the context, motivations and development principles that shape it.

The policy aligns to Projects of Promise values, ACFID Code of Conduct – Professional Behaviours, ACFID Fundraising Charter and Projects of Promise Privacy Policy.

Policy Purpose and Scope
The Communications Policy applies to all Projects of Promise staff and volunteers (in Australia and abroad) with responsibility for communications. The purpose of the Policy is to:

- Affirm Projects of Promise's commitment to respecting, protecting and promoting human rights through all our communication channels (eg newsletters, website, social media, speeches, events etc)
- Identify the ethical decision-making process to be applied in order to demonstrate respect, mitigate risk, enhance operations and protect privacy
- Safeguard program participants, staff, volunteers and other stakeholders while balancing the need for transparency in communication and challenging nature of the work our partners do

Guiding Principles – Ethical Decision-Making Framework
The following ethical decision-making framework provides guidance in the development of communications materials prior to their approval for public dissemination.

The Projects of Promise Executive Officer is responsible to the Board for approving all communications prior to their public dissemination. In the case of the Annual Report, the Board Chairperson will be responsible for review prior to public circulation.

- *Transparency:* Projects of Promise will be transparent with all parties and stakeholders regarding the use, or potential use, of a range of communication materials (eg photos, videos, recordings, writings) – *Refer also Projects of Promise Transparency Policy.*

- *Authenticity:* In image and word, Projects of Promise will provide a respectful and true reflection of life circumstances for its partner communities and individuals within it.

- *Permissions:* Where identifying images are to be used for marketing or other public purposes, consents will be sought. Where permission is refused the identifying image/s will not be used.

- *Excluded Use:* Where the use of an image may present a danger to the person or people depicted, Projects of Promisewill not use those images in a public way.

- *Timely Reports:* Communication with project stakeholders will be provided in a timely matter to ensure information is up to date.

- *Accuracy:* Recognising that circumstances can change quickly, regular consultation with project staff will be maintained to ensure that information shared with stakeholders is both up to date and accurate as to events and context.

Advocacy & Harm Mitigation
Where Projects of Promise facilitates or develops advocacy materials, care will be taken to ensure the content will not result in harm to the affected community. Content is to be developed having regard to the ethical decision-making framework.

Partnership Agreements
Agreements with in-country partners will reference and outline this policy to ensure knowledge of the principles and framework inform compliance in overseas projects. Where possible and safe to do so, Projects of Promise will publicly acknowledge and attribute Australian Government support for projects.

Information Dissemination
Projects of Promise is committed to sharing relevant information to our stakeholders and the general public via a range of communication means including:

- *Annual Report:* Contains information on Projects of Promise purpose and goals, finances, activities, Board Members and affiliations.

- *ACNC:* An Annual Information Statement in the ACNC required form is to be lodged annually together with Annual Audited Accounts and Annual Report.

- *Policies:* Key Projects of Promise policies are to be published on the Projects of Promise website

- *Website:* The Projects of Promise website is to carry a wide range of information about the organisation including governance, values, operations, publications, research papers and key policies

- *Newsletters:* Regular electronic and paper-based newsletters are a significant means for disseminating information about the activities of Projects of Promise and its partners.

- *Brochures:* Printed brochures containing information on the work of Projects of Promise available are to be available at all times.

- *Social Media – Facebook:* Projects of Promise is to update and maintain information pertaining to its work on its website. The guidelines for permissions related to social media are that same as for other forms of communication outlined in this policy.

- *Public Events:* A small number of public events are held each year. At these events information is conveyed primarily through speeches.

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2.4 Conflict of Interest Policy

Policy Context
Projects of Promise seeks to be transparent, accountable and fair in its governance, management and operations and to that end has processes to identify, manage and record conflicts of interest, or perceived conflicts of interest, which if left undisclosed may be damaging to the operations and/or reputation of the organisation.

Definition
Conflict of Interest: For the purpose of this policy a conflict of interest is a defined as a situation in which a person such as a public official, board member, employee or a professional has a private and/or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest may be real or actual; apparent or perceived; potential or foreseen.

Application of Policy
The *Conflict of Interest Policy* addresses situations where Board, staff or volunteers with decision making authority may have an actual, perceived or potential conflict between their Projects of Promise role and their personal interests.

Where a conflict of interest exists the primary consideration in weighing the balance of interests will be to place the best interests of Projects of Promise and those it exists to serve against the interests of the individual subject to the conflict of interest.

Conflicts of interest can occur in a wide range of contexts including those related to:

- Purchasing of goods and services where a Board Member, representative or relative has an association with the provider of the goods or services
- Employment or management of staff where the Board Member or representative is related to or has a close personal relationship with the prospective or existing staff member
- Association with other organisations, whether commercial or charitable, where the Board Member or representative also has a responsibility
- The receiving of gifts by Board Members and representatives where the giver is a party or related to a party that could be benefitted by a favourable decision by the Board Member or representative.

The range of potential conflicts is wide and cannot be fully defined, however, when in doubt whether a conflict or potential conflict exists the bias must be towards disclosure. In the old legal dictum, if in doubt disclose. Where uncertainty remains, the Board Chairperson or Executive Officer are to be consulted with a view to making a determination.

Conflict of Interest and the Board
Board members must complete a Conflict Declaration form and any actual or perceived conflicts are to be recorded in a Register which can be accessed by any Board member.

As a matter of practice, a standing agenda item is to be included at the beginning of each Board meeting at which Board members are asked to declare any actual or perceived conflicts that may occur in relation to any agenda items.

A director or member is not disqualified from contracting with the organisation merely because he or she is a member or Director (refer to the *Projects of Promise Constitution: Interested directors*).

Unless otherwise permitted by law, a Director who has a material personal interest in a matter that is to be considered at a Board meeting must disclose their interest to the Board and must not:

a) be present while the matter is being considered at the meeting; or

b) vote on the matter.

Projects of Promise and Authorised Representatives
Projects of Promise representatives (eg a Board, staff member or volunteer with authority to act on behalf of the organisation) must disclose any real or perceived conflict of interest or any affiliation they have with an actual or potential supplier of goods or services, recipient of grant funds or organisation with competing or conflicting objectives.

Projects of Promise representatives must disclose any material gifts or offers of gifts for their personal use and are not allowed to accept valuable or otherwise inappropriate gifts.

Where a conflict of interest occurs involving a Projects of Promise representative, the following procedures should be adopted.

Unless otherwise approved by the Board, where goods or services with a value greater than $5,000 are provided by a Projects of Promise representative a procurement process should be established which includes obtaining at least three quotes.

Members of the governing body should absent themselves from proceedings at organisational meetings where decisions are taken which benefit themselves or any member of their family (including family companies).

Auditor
A person should not accept the office of auditor where he or she serves on the governing body of the organisation or is directly related to a member of the governing body or an office-bearer of Projects of Promise.

Where an auditor acts on behalf of two clients (one of which is Projects of Promise) involved in a common transaction of a significant nature (eg sale of land or buildings from one client to the other) the auditor should:

a) Provide full disclosure of that conflict to both clients

b) Disclose that conflict in the audit report of Projects of Promise

Should there be a conflict of interest a full disclosure of the conflict is required to be reported and appropriate measures adopted to overcome the conflict, including not voting on matters concerning appointment and fees.

Recording of Conflicts of Interest
Where an interest is disclosed, it must be recorded in writing in the minutes of the Board or other organisational meeting most relevant to the situation. Where there is uncertainty about the matter, the Executive Officer will determine where the matter is recorded. If the conflict of interest is related to a Board member then it will be recorded in Board meeting minutes.

Gifts
When meeting with partners it is not uncommon for small personal gifts to be given or exchanged as an expression of hospitality in that particular cultural context. Gifts that have a greater than nominal value (eg $50) must be disclosed to the Executive Officer or if the Executive Officer is the recipient then Board Chairperson. Under no circumstances are gifts intended to influence a beneficial outcome to be accepted.

Compliance
Where a conflict of interest has not been properly disclosed, and therefore this policy has been breached, the failure to disclose may lead to dismissal, reprimand or severance from the organisation. The circumstances of the breach will be considered by the Projects of Promise Board in determining the appropriate disciplinary action.

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2.5 Conflict Resolution Policy

Purpose, Objectives and Applicability
Projects of Promise is committed to providing its employees, volunteers, representatives, beneficiaries, supporters/donors, partners and stakeholders with an effective and acceptable means of bringing their problems, concerns and complaints to the attention of management and/or the Board.

Our desire is that all individuals and parties involved with Projects of Promise should feel safe and accepted and that in turn a positive and productive work and partnering environment exists.

This policy has applicability to employees, volunteers, representatives, beneficiaries, partners and stakeholders in the event that dispute resolution is required and as a consequence the following conflict resolution principles and guidelines are to be extended to all relevant parties as a right.

Formal and Informal Process
Grievances can be resolved through both formal and informal means according to the nature of the dispute and the process preferred by the participants. Projects of Promise encourages parties to resolve grievances independently, however, it welcomes the external support of others should the situation require it.

Policy Relationship to Authorities & Code of Conduct
Legislation: The application of the procedures outlined in this policy do not overrule the rights that any participant may have to access dispute resolution processes available under legislation related to employment, discrimination or workplace safety.
Code of Conduct: In relation to matters that reflect on the conduct of Projects of Promise or its representatives, should individuals/parties desire to pursue an external mediation/complaint process, please contact the Board Chairperson re engaging an appropriate body to assist in resolution of the dispute.

Dispute Resolution Process
Disputes that are unable to be resolved by involved parties should be confidentially directed to:
Executive Officer or the Board Chairperson
Carlyle Ginger
99 Tallawalla Ave Malua Bay 2536 New South Wales Australia

In Australia: Depending on the preferences of the participants, the nature of the dispute, the requirements of legislation related to the area of dispute, one or more of the following may be actioned by the Executive Officer or Chairperson of Projects of Promise:

- Arrangement of an informal conversation between the parties either alone or with a support person involved;

- Arrangement of a formal conversation with a mediator involved;
- Appointment of a conciliator to seek to resolve discrepancies and differences.

Where the dispute involves the Executive Officer, then the Chairperson is to take the lead in determining the action to be taken. Where the dispute involves the Chairperson then the Board will appoint a suitably experienced independent party to oversee the dispute resolution process.

Overseas: Where the dispute is between Projects of Promise and one of its partner groups overseas: depending on the preferences of the partners, the nature of the dispute, the requirements of legislation related to the area of dispute and the contract between the parties, the following may be actioned by the Projects of Promise Board:

- Arrangement of a formal discussion between the parties either alone or with an independent person present;

Where progress in the parties reaching an agreement is difficult, the Projects of Promise Board may, by mutual agreement with the Board of the partner organisation:

- Appoint a mutually agreed upon independent person to mediate the dispute.

Principles
A person or body called upon to investigate, mediate, adjudicate or assist parties in the resolution of a dispute, whether that person is from within Projects of Promise or externally appointed, is required to:

- Act fairly, in good faith, without bias and in a dispassionate manner
- Ensure each party shall be given the opportunity to adequately state their case and to correct or contradict any relevant statement prejudicial to their case
- Not receive information except as part of the dispute resolution process

A person who is involved in handling the complaint is obliged to declare any interest in the matter or any personal connection or relationship with either party.

Procedural Fairness
Where the dispute results from the alleged behaviour/actions of a party to the dispute, that person is entitled to know the particulars of the behaviour/action alleged.

Privacy
All persons involved in this process are required to keep details confidential to ensure the wellbeing and safety of all involved *(refer to Policy on Privacy section in general policies)*.

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2.6 Disability Policy

Purpose, Objectives and Applicability
Projects of Promise will undertake to actively promote the issue of disability in its planning of development projects by:

- Recognising that sustainable development can only be achieved with the active participation of all members of the community, including people with disabilities. We are committed to inclusion.
- Providing equal rights and equal access to resources and opportunities for people with disabilities. This is integral to the goal of reducing poverty, illiteracy and disease.
- Recognising the twin track approach to disability – to integrate people with disabilities into existing programs; and to establish programs to address the specific needs of disabled people.
- Recognise that much disability is preventable and in many cases, the incidence of disability can be reduced through relatively simple, low cost interventions.
- Actively seeking to engage people with disabilities in development activities through the whole project cycle where appropriate. People with disabilities have diverse experiences, and Projects of Promise will seek to understand these in order to contribute to effective approaches.
- Recognising the interaction of gender and disability.

In order to ensure that our partners are aware of our disability policy and it is embedded in our programs, we do the following:

- Brief our partners on the policy prior to partnering with them or if already partnering, engage them in discussion around the policy
- Consider potential disability risks / opportunities in Development Project Proposals
- Include a section for monitoring of disability issues in our progress reports template

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2.7 Donor Rights Policy

Projects of Promise values the support of its donors and considers it of great importance that the rights of donors are respected.

Projects of Promise will honour the following:

- Donors may have their names deleted from the mailing list whenever they request
- Projects of Promise will not share mailing lists
- If collectors are used by Projects of Promise, potential donors will be advised as to whether the collectors are volunteers, paid staff or agents
- Collectors will be clearly identified confirming they are bona fide collectors for Projects of Promise
- Projects of Promise newsletters and other fundraising leaflets will outline the causes for which funds are being raised so donors are informed
- Donors are informed about the application of their donation through receipt designations, newsletters and personal contact
- Donations are used as requested by the donor
- In the event that designated funds given for a project result in an over-subscription, Projects of Promise reallocates the surplus to another needy project
- An Annual Report including financial statements is available to any donor and these are published on the Projects of Promise website
- The privacy of donor information is respected at all times *(see Privacy Policy)*

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2.8 Environment Policy

Projects of Promise believes that the use of environmental resources is the responsibility of every individual.

Projects of Promise promotes care of the environment through education and teaching materials where appropriate. Our field partners are encouraged to include in their courses proper care for the environment in relation to day-to-day living.

The basis of our considerations would always be ecological sustainability and avoidance of pollution of land, air or water. This particularly applies in the establishment of new projects where environmental impact is taken into consideration as a cross-cutting issue.

Within its activities in Australia and overseas, Projects of Promise seeks to ensure that:

- Operational consumption is minimised
- Flights are minimised through using communication technologies and local capacities as much as possible
- The environmental impact of Projects of Promise activities are assessed.

Within its development activities with its in-country partners, Projects of Promise seeks to ensure:

- Operational consumption is minimised.
- Flights are minimised through using communication technologies and local capacities as much as possible.
- The impacts of any small-scale micro enterprise activities are screened and where appropriate, necessary mitigation procedures implemented. These activities may include livestock keeping, farming/horticulture.
- Medical waste is disposed of in an appropriate and safe manner, with minimal impact on the environment and community.
- The impacts of any building construction, including that of wells and latrines, are screened and necessary mitigation procedures implemented.
- Risks and adverse impacts on the environment are minimised or avoided.

In order to ensure that our partners are aware of our environmental policy and it is embedded in our programs, we do the following:

- Brief our partners on the policy prior to partnering with them

- Screen for potential environmental risks in all Development Project Proposals
- Include a discussion on environmental issues in field visit
- Include a section for monitoring of environmental issues in our progress reports template

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2.9 Family Planning Policy

Projects of Promise believes that families are foundation stones of society.

Our policies and activities will be focussed on strengthening and encouraging family life and responsibility and creating opportunities for families to participate fully in society. Projects of Promise is committed to ensuring the rights of children and families are protected.

Projects of Promise approach to family planning in an aid and development context aligns with the Australian aid program guidelines for family planning (August 2009). The guidelines reflect the International Conference on Population and Development's (ICPD) Programme of Action, adopted by 179 governments in Cairo in 1994. Australia supports a comprehensive approach to family planning and reproductive health activities based on the following guiding principles.

- Women and men should freely decide the number, spacing and timing of their children and have access to the information and means to exercise this choice.
- Women and men should have access to the widest possible range of safe and effective family planning methods and should participate fully in defining the family planning services they need.
- Family planning activities should be non-discriminatory and available to all.
- Australia's assistance should actively work towards improving the quality of care in family planning and reproductive health programs by (but not limited to):
    - providing the same range of reproductive health and family planning services for women in developing countries as are supported for women in Australia, subject to the national laws of the relevant nation concerned;
    - involving communities in planning programs appropriate to their needs;
    - increasing the choice of family planning methods available;
    - improving the skills and competence of family planning service providers;
    - providing accurate information and confidential counselling for clients;
    - providing follow-up advice and services to clients;
    - ensuring affordable, acceptable and accessible services; and
    - making the prevention of unwanted pregnancies the highest priority, with every attempt being made to minimise the need for abortion.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
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2.10 Fundraising Contracts & Agreements Policy

It is not the practice of Projects of Promise to engage fundraisers, whether internal or external, to generate income to support its projects.

In the event that Projects of Promise should do so, the following policy will apply:

- In regard to making contracts and agreements with professional fundraisers to raise funds on behalf of the organisation, these agreements and contracts are to be in writing
- It will be clear that Projects of Promise is the beneficiary of the funds through promotion material, identification of personnel, and receipt issue
- Projects of Promise will remain accountable for all its fund-raising activities.

Projects of Promise will ensure compliance with State and Federal laws on fundraising and on Australian Taxation Office rulings and regulations.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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2.11 Gender Policy

Projects of Promise believes that every person is entitled to all the rights and freedoms set out below without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status *(Universal Declaration Of Human Rights 1948)*.

Projects of Promise supports this declaration in relation to women and seeks to bring about the full participation of women and men as partners in the sustainable development of their societies. Projects of Promise will:

- Encourage, respond to, and support initiatives within and among developing countries in order to:
    - Increase women's participation in economic, political, social and environmental decision making processes
    - Improve women's income levels and economic conditions
    - Improve women's access to basic health and family planning services
    - Improve women's level of educational achievement and skills
    - Protect and promote the human rights of women
- Promote the elimination of discriminatory barriers against women
- Promote and support policies and activities among the partners that enable them to integrate gender considerations effectively into their development work

Projects of Promise funds will be used in development on the basis of need and without distinction on the basis of caste, creed, class, race, gender, religion or political persuasion.

Projects of Promise embeds this policy in its Australian operations. Projects of Promise endeavours to consider fairness and justice in the distribution of benefits and responsibilities between men and women staff, volunteers, and members.

In order to ensure that our partners are aware of our gender policy and it is embedded in our programs, we do the following:

- Brief our partners on the policy
- Screen for potential gender risks in all Development Project Proposals
- Include a discussion on gender issues in every field visit, as evidenced in trip reports
- Include a section for monitoring of gender issues in our progress reports template

- Disaggregate results by gender when collecting baseline and evaluation data.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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2.12 HIV/AIDS Policy

Projects of Promise seeks to work with others in the fight against the HIV/AIDS pandemic.

Priorities in Projects of Promise HIV/AIDS policies are:

- *Capacity building* – providing assistance, where possible, to governments, community based organisations, non-government organisations and other groups to strengthen their capacity to plan, implement, monitor and evaluate effective HIV/AIDS related programs
- *Advocacy* – seeking actively to increase awareness of the nature of the HIV/AIDS pandemic, of the complexity and seriousness of its impact on all aspects of economic and social development and the need for urgent, effective action
- *Women* – giving priority to measures to address women's needs for prevention, care, support and access to treatment, to reduce discrimination and trauma, to strengthen their ability to protect themselves from infection and to assist affected women to meet their child-rearing, domestic and economic responsibilities
- *Marginalised groups* – seeking to ensure that any marginalised groups receive equal access to service that respond to their particular needs in relation to prevention, care, support and access to treatment. Projects of Promise will also support attempts top reduce discrimination and to assist those groups to achieve and maintain their human rights.

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2.13 Human Rights Policy

Projects of Promise believes that each individual is unique, of great value and loved by God. Projects of Promise accepts a mandate to uphold justice and human dignity and endorses the Universal Declaration of Human Rights *(1948)*.

We affirm that all people – irrespective of race, colour, sex, age, language, religious beliefs, political beliefs, national or social origin, birth, gender, gender identity, sexuality, sexual orientation or other status, are entitled to the rights enshrined in this document and are to be treated with fairness and without discrimination.

We believe that all people have the:

- right to life, liberty, security, a fair trial,
- freedom of religious belief, opinion and speech
- participation in government and work
- access to cultural life, means of income or food production, basic health, education, adequate standard of living

Projects of Promise will actively speak out against injustice in all its forms and uphold human rights and dignity by:

- ensuring just and equitable work practices within Projects of Promise
- encouraging other partners in the network to address issues of injustice both in the communities they serve and in development projects
- ensuring that human rights issues form part of the checklist used in project appraisals, monitoring visits and evaluations

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2.14 Media Policy

Engagement with the media provides an important channel for raising awareness about development issues and advocating for people in need.

It is Projects of Promise policy that the Executive Officer or Chairman are authorised to make public statements on behalf of the organisation in Australia.

The Executive Officer or Chairman may delegate authority to another suitable representative of Projects of Promise to make public statements in relation to specific matters or in special circumstances.

At project sites, the senior officer of the In-Country Development Agency is the relevant authority for making public comments specific to the project and their situation.

At all times, and in all communications, representatives of Projects of Promise will seek to respectfully affirm, through word and demeanour, the mission and core values of the organisation.

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2.15 Monitoring, Reporting of & Evaluating Development Projects Policy

Definitions
Monitoring: Monitoring is concerned with assessing the implementation progress of a project or activity and identifying action to correct problems where they occur.

Report: Written document, which provides details of the project implementation, describing progress against objectives.

Evaluation: Evaluation is the assessment of how well a project/activity has achieved its objectives.

Monitoring and Reporting
Projects of Promise undertakes project monitoring and reporting at two levels:

1. Ongoing monitoring of the project in the field by Vine Communities in-country partners at the project site. Partner progress reports are sent to Vine Communities every 6 months.
2. Ongoing monitoring of Vine Communities staff through ongoing communication with partners, field visits, and reviewing of partner reports.

In accordance with the principles of integrity, transparency and accountability, Projects of Promise partners are committed to ensuring appropriate monitoring and reporting procedures of any projects they undertake.

It is essential that project monitoring efforts and systems meet local information requirements as well as the capacities and requirements of Projects of Promise implementing partners. Wherever possible, Projects of Promise' partners should take the lead in monitoring to promote ownership and strengthen local monitoring and reporting capability.

The purpose of monitoring is to measure progress against objectives & outputs (both written and financial) in the original development project proposal. While focusing primarily on input/output delivery, monitoring will provide information to help assess whether progress is being made towards achieving the component objectives/project purpose.

Project Proposals
In the project proposal document, procedures should be specified whereby the project managers monitor and report on its activities, including financial monitoring and reporting.

Every Development Project Proposal should include specific outputs, which can be measured, and specific timeline targets by which stated targets are to be met.

Project Monitoring

The project will need to develop and provide evidence of its monitoring processes. This includes the processes of collecting, analysing, recording, reporting and using management information about the physical and financial progress of a project.

In all cases monitoring data must be compared with budget or outputs if they are to be used as an indication of project progress and performance.

Any change in the project objectives needs to be reflected in the project reports, and is to be agreed between the partners.

Monitoring visits
Projects of Promise conducts monitoring visits to its project/s, as and when is appropriate given the location and scale of the project and having regard to the monitoring processes established at the project location.

Projects with a budget of A$100,000 and over will have an annual monitoring visit. If a monitoring visit is urgent because of a perceived difficulty in the field, Projects of Promise Board must be notified.

A “Monitoring Visit Report” is required following each monitoring visit, using the relevant reporting guidelines.

Progress Reports
A written activity and financial project report is required every 6 months for each project that Projects of Promise supports. A completion report is required from every completed project within 3 months of completion.

Financial Monitoring
Projects of Promise is responsible for monitoring the financial aspects of a project, and therefore has a financial management and control systems that:

- Provide sufficient detail to meet Projects of Promise monitoring requirements
- Are easily reconciled against the approved annual plan; and
- Provide an adequate audit trail

Governance Reporting
Projects of Promise requires that a Governance Report be provided for each project each year. This report provides a broader overview of governance arrangements within partner groups including the structure of Boards, audit arrangements and relevant policies.

Evaluation
Recognising the necessity to demonstrate impact, Projects of Promise endeavours to collect baseline data on its programs, and use this information to conduct end-of-project evaluations. These evaluations inform both future projects and wider development thinking.

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2.16 Partnership Policy

The Projects of Promise development program delivery model is based on working through established in-country implementing organisations.

Our Approach
We believe that development programs are best delivered by local people working in their own communities and drawing on their own strengths, resources and connections in so doing.

We commit to active, long-term partnerships with local development agencies in which there is respect and regard for the contributions and capabilities each partner brings in pursuit of shared development goals.

We are committed not only to supporting our partners in the important development work they undertake in their own communities but also to strengthening and growing their capacity *(refer Policy on Capacity Building of Partners)* through shared learning, a focus on sustainability and operational independence.

Partnering Principles
Projects of Promise seeks to actively develop partnerships within a set of foundational principles which are embedded in our policy and practice. We believe these principles are important in:

- Fostering mutual respect and in developing creative and trusting relationships with in-country delivery partners and the individuals and communities with which they work
- Actively affirming and fostering internationally recognised human rights, both socio-economic and civil-political, among partners, participants and their communities
- Fostering self-reliance among program participants and their communities
- Engaging participants in the development of programs affecting their lives
- Demonstrating respect and positive regard for participants and their community
- Enhancing gender equality and ensuring participants are meaningfully and equally engaged regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status
- Fostering approaches that are gender sensitive and socially inclusive
- Developing understanding of the cultural and historical context in which programs are operating
- Encouraging open communication between the partners and with stakeholders

- Building capability in technical and administrative areas
- Encouraging program evaluation, review and planning that is open, mutually accountable, and founded on building durable partnerships capable of delivering on long term goals
- Mitigating risk of harm to children and vulnerable adults and those risks associated with financial management, terrorism and money laundering
- Effectively managing environmental issues related to program delivery with a focus on preventing environmental damage and enhancing the environments in which we work
- Growing our capability and effectiveness through sharing lessons learned with partners and communities.

Developing Partnerships – Due Diligence

Prior to the establishment of any partnership, a formal due diligence process is to be undertaken to ensure there is alignment in the aims, values and objectives and that a commitment to mutual transparency and accountability is achievable. Focal points for the due diligence process include:

- Assessing the extent of alignment between the partners in relation to shared objectives and values
- Ensuring alignment with values related to gender, disability and environmental stewardship
- Ensuring processes are in place to manage risks associated with terrorism and terrorism financing. This will include the vetting of organisations and individuals under consideration for involvement in program delivery on behalf of or supported by Projects of Promise
- Engaging prospective partners around Projects of Promise policies, with particular attention to the following, in order to assess partner commitment to implementation of key policies in relation to:
    - Child Protection and Safeguarding of Children
    - Safeguarding of Vulnerable Children and Adults
    - Prevention of Sexual Exploitation, Abuse and Harassment
    - Terrorism & Money Laundering
    - Fraud & Corruption *(eg Policy on Financial Wrongdoing)*
- Assessing the capacity of potential partners to be agents of transformation, through development, in their local communities
- Assessing the commitment of potential partners to collaboration and shared development action in their local communities
- Assessing the commitment of potential partners to ethical behaviour and action
- Assessing the potential for long term partnership relationships that enable the realisation of long-term goals in Projects of Promise key focus areas of education, health, sanitation, hygiene and vocational training

- Assessing the capacity of potential partners to work with families and communities in strengthening their capacity to exercise greater control of their lives and improve economic and social self-reliance

Partnership Agreements
A Partnership Agreement will document every partnership in which Projects of Promise engages with an in-country partner group.

Agreements will cover the following areas:

- Scope of operation / program
- Duration of agreement and review periods
- Reciprocal obligations - Projects of Promise and partner group
- Accountability arrangements – reporting and monitoring
- Prospective agreement renewal process – consultation between parties
- Capacity building – shared learning and acknowledgement of partner contributions to stakeholders
- Policy implementation, in particular risk management and safeguarding policies, with a focus on supporting partners to strengthen practice in these key areas. Copies of these policies will form an integral part of Partnership Agreements.
    - Child Protection and Safeguarding of Children
    - Safeguarding of Vulnerable Children and Adults
    - Prevention of Sexual Exploitation, Abuse and Harassment
    - Terrorism & Money Laundering
    - Fraud & Corruption *(eg Policy on Financial Wrongdoing)*

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November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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2.17 Privacy Policy

We respect your right to privacy and we recognise the trust you are placing in us through your dealings with us. As such we do everything we can to maintain that trust. Our staff are employed on the basis that they will protect information about you. Staff and volunteers of the organisation sign a document safeguarding the privacy of your details held by the organisation. The information you provide remains private and is only used for the purposes outlined below. Should you wish to provide anonymous information or use pseudonyms, you are permitted to do so.

What information we collect & why we collect it
Projects of Promise collects the following information:

- Contact information including name, address, phone numbers and email addresses
    - These are used to process receipts and to keep you abreast of any issues or developments in which we may think you have an interest
- Financial information including bank account and credit card details are used to process transactions
- The information we collect is always treated as strictly confidential and is never disclosed to a third party without your prior consent, or unless required by law. We never make our database available to other organisations

Opting out of further correspondence
If you do not wish to receive any further information on Projects of Promise or to be contacted about our work, you will be given the opportunity to make this election every time information is sent to you, or you may contact our office directly to cancel any further communications.

How this information is held
The security of your information is important to us. When we have collected information about you it cannot be seen or modified by anyone else. We make all reasonable efforts to ensure that your information is stored securely - both in electronic and physical forms.

We do not use external contractors, such as a mailing house to send you our mail, any personal information disclosed to the contractor remains confidential to us. Any information which we no longer require is destroyed. An exception to this may be the retention of information for data analysis. However if this occurs then the information will be retained in a form that does not allow you to be identified from that information.

How you can access and correct the information held
It is our policy to give access to our supporters to the information we hold on them. This is consistent with our commitment to transparency. You may access your information at any time. If you would like to know what information we hold about you please contact our office.

If you discover your information is incorrect, incomplete or out of date please notify us and we will try to correct or add the information as soon as possible. If you would like to talk to our office about this please do so as per the details below.

Projects of Promise Chairman
99 Tallawang Av Malua Bay NSW Australia 2536

Phone: (+61) 421 611 993
Email: carl.ginger@projectsofpromise.org

Complaint and dispute resolution procedures:

If you believe we have breached your privacy rights in any way, or you would like to discuss any issues about our privacy policy please contact our EO on the details provided above. We will try to satisfy any questions that you have and correct any errors on our part. If we do not answer your concerns to your satisfaction you have the right to make a complaint to the Privacy Commissioner.

The Privacy Commissioner contact details: 1300 363 992 or http://www.privacy.gov.au

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2.18 Relief Policy

Relief means the provision of basic support by providing food, shelter, medicine and other immediate needs to people in emergency situations – for example, natural phenomena such as earthquakes, or chronic disasters such as famine or conflict.

Relief measures are usually temporary and are directed at providing life-sustaining assistance or short-term recovery assistance aimed at putting people 'back on their feet'.

Relief is provided to groups of people, such as communities, directly affected by a disaster.

Emergency relief is only the first step. The second is to establish rehabilitation programs that help people rebuild their lives, and development programs that will enable people to protect themselves against future disasters. Our aims are to enable people to become independent of foreign aid and to promote human dignity.

International Code of Conduct
Projects of Promise has rarely engaged in disaster relief. However, should it do so in the future it will follow *The Code of Conduct for the International Red Cross and Red Crescent Movement and Non- Governmental Organisations (NGOs) in Disaster Relief*. By doing so, it will abide by the following principles:

- The humanitarian imperative comes first
- Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind
- Aid priorities are calculated on the basis of need alone
- Aid will not be used to further a particular political or religious standpoint
- We shall endeavour not to act as instruments of government foreign policy
- We shall respect culture and custom
- We shall attempt to build disaster response on local capacities
- Ways shall be found to involve programme beneficiaries in the management of relief aid
- Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs
- We hold ourselves accountable to both those we seek to assist and those from whom we accept resources
- In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects.

Projects of Promise will monitor compliance to these principles by ensuring that they are incorporated in its design, monitoring, and evaluation system for emergency relief projects. It will also inform its partners about its adherence to these principles through the emergency relief project designs, which are agreed upon by its partners.

Projects of Promise complies with International Humanitarian Law, Human Rights law and Refugee law and other relevant international conventions. Projects of Promise encourages its partners to comply with the Sphere Humanitarian Charter and Minimum Standards in Disaster Response.

In accordance with ACFID's Code of Conduct implementation guide, should Projects of Promise wish to donate pharmaceuticals or other forms of material relief, these goods will be:

- Based on the express wishes of the recipient and not distributed without prior consent
- Donated drugs must be on the list of essential drugs of the recipient country, or if no such list is available, the WHO Model List of Essential Drugs
- Donated drugs must comply with the quality standards of the recipient country and be authorised for use in that country
- All donated drugs should have a shelf life of at least 12 months upon arrival in the recipient country

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November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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2.19 Separation of Development & Non-Development Activities Policy

Development activities
Projects of Promise defines “development” not just as a higher material standard of living, but as a process of poor and vulnerable people taking control of their situations, identifying their most critical needs, and working together to find sustainable solutions.

We seek to take a “holistic” approach – recognising people's physical, social, spiritual, economic and political needs. In this kind of development process, people discover the barriers that prevent them from moving towards a better future. This helps them to deal not only with immediate problems, like malnutrition and disease, but with underlying causes such as unemployment, illiteracy, landlessness and dependency.

Projects of Promise development activities are undertaken to bring about the reduction of poverty in developing countries and to improve standards of living through sustainable development. These activities include community projects, emergency management, community education and promotion and protection of human rights.

Non-development activities
Projects of Promise considers it important that its representatives and in-country delivery organisations overseas are able to distinguish activities to which development funds may appropriately be applied from those activities where the use of development funds is unacceptable. Projects of Promise takes care to inform and educate Board members, staff and partner organisations about these matters.

Projects of Promise funds will be used on the basis of need and without distinction of caste, creed, class, race, gender, religion or political persuasion. Projects of Promise will not fund projects that require beneficiaries/communities to adhere to a particular set of political or religious beliefs as a pre-requisite for involvement.

Welfare
Projects of Promise will not use development funds for welfare purposes and will use its best endeavours to explain this policy to its partners and all recipients of its activities.

Projects of Promise understands ‘welfare’ to mean assistance to maintain individuals in a particular condition on a long-term basis without helping develop skills and capacities to lift them out of the condition. These include institutionalised care programs (eg orphanages) or child sponsorship where funds are given directly to children or their families and not used for wider development and educational purposes, tertiary care programs, hospices, food distributions that are ongoing (not including those for relief purposes and for a limited time (eg pandemic, flood, drought), and costs for the maintenance of structures for institutionalised care programs. Welfare activities do not include a strategy for integration into community

development programs, do not involve capacity building, lack community involvement, and do not bring about sustainable impact.

Activities of Projects of Promise will include:

- A strategy for integration into a broader community development program
- Involvement and capacity building of those benefiting from the activity
- A clear time-frame and exit-strategy

Politics
Projects of Promise does not support the use of development funds, whether they come from government agencies or from the general public, to projects with political objectives. Projects of Promise will not use development funds in:

- Promoting or engaging in political activities
- Converting people from one political persuasion to another to build up political structures
- The production and/or distribution of political material or campaigning

Religion
Projects of Promise does not support the use of development funds, whether they come from government agencies or from the general public, to projects designed to promote religious activities. These activities include:

- Promoting or engaging in religious activities
- Evangelism activities, whereby attempts are made to convert people to a particular religion or faith
- Missionary activities such as building the knowledge and faith of believers through such means as theological training and training of studying religious works
- Building of places that will be used principally as a place of worship such as churches

Development assistance brings with it a set of beliefs and values. These may include the role of women, protection of the environment, need for social change, respect for human rights, democratic participation in decision making, economic systems or a particular set of religious beliefs. While recognising the complex dynamics of different cultural settings, Projects of Promise will ensure that development funds are not used for religious purposes.

Application of Funds and Reporting
The Projects of Promise constitutional objectives do not allow for the financial or other support for non-development activities and therefore funds are not raised or distributed for programming these purposes.

In relation to non-development expenditure reporting, clear information is to be made publicly available in annual financial reports of any funds expended on fundraising, advocacy campaigns and communications.

Agreements with partners preclude the use of the funds for non-development purposes. Donors are provided with choice in relation the support of development projects, however, funds will not be sought to be raised for non-development projects.

Should, at the discretion of the Projects of Promise Board, a future decision be made to support a non-development project, and the constitution as it then applies allows, then information about the nature of the project and the non-tax-deductible nature of the project will be clearly and transparently reported both in project reports and financial income and expenditure statements.

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November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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2.20 Short-Term Visits To Projects Policy

As a general principle Projects of Promise is committed to building the capacity of in-country partner organisations and therefore the priority in service delivery is on locals working with locals. At times, however, Projects of Promise projects may involve short-term visits for specific purposes by sponsors, donors or participants. Such trips can be broken into those undertaken by:

1. Staff or office bearers of Projects of Promise
2. Technically qualified persons participating in project activities
3. Unqualified persons participating in community development
4. Donors or ambassadors visiting projects they are supporting

Projects of Promise has developed criteria it considers to be mandatory and which must be adopted prior to raising funds for such projects. Specific policies for trips undertaken by:

Staff or Office Bearers of Vine Communities
Expenditure in relation to such trips, to be accepted as legitimate project expenditure, must be for purposes that are an integral component of an overseas aid project. Projects of Promise must demonstrate 'how and why' the costs are fundamental to the success of the project. Where the visit is more in the nature of a familiarisation visit, a structured induction program and timetable should be prepared for the participant/s in the visit. These visits are to be arranged through the Projects of Promise office, in conjunction with the in-country delivery organisation to be visited. Staff or office bearers travelling overseas to in-country projects in an official capacity must have a current (no more than 3 years old) national police clearance.

Technically Qualified Persons
Australians visiting projects in the field to provide assistance must have particular skills to offer the project and contribute to the development of capacity. On completion of the visit it is expected that a report on the visit will be provided which covers the duration of the visit, the skills/experience imparted and any support provided.

These visits are to be arranged through the Projects of Promise office, in conjunction with the in-country delivery organisation to be visited. All persons travelling overseas to in-country projects which include children must have a national police clearance and supply the required clearance.

Unqualified Persons
Some overseas aid and development projects involve Australians who offer no technical or professional skills when they visit specific developing country communities. In such circumstances, the development outcomes of the project must be clearly identified and agreed upon prior to:

- the participants being selected or chosen for the project; and
- donations being sought for the project concerned.

When formulating development outcomes, the attributes and expectations of the participants must be an integral component of the project design. Where the costs of visiting projects is part of the project itself, or part of the fundraising costs of a particular project, these costs must be identified in the original project design, or in a subsequent amendments thereafter.

These visits are to be arranged through the Projects of Promise office, in conjunction with the in-country delivery organisation to be visited. All persons travelling overseas to in-country projects which include children must have a national police clearance and supply the required clearance.

Donors Visiting Projects
Donors or other supporters should not be entitled to an income tax deduction for a gift which covers the costs of their visit unless such costs are an integral part of the project and unconnected with the gift made by the donor. Where the donor is a participant in the project itself, their gift must be unconditional.

These visits are to be arranged through the Projects of Promise office, in conjunction with the in-country delivery organisation to be visited. All persons travelling overseas to in-country projects which include children must have a police criminal check and supply the required clearance. Where the duration of the visit is very brief *(ie less than 48 hours)* the person is to be accompanied at all times during the visit by a Projects of Promise Board or staff member (who has a National Police Clearance) or a staff member from the partner organisation.

Policy on Short Term Teams
While it has not been part of Projects of Promise normal practice, Projects of Promise may from time to time sponsor the visits of small teams to community development projects.

Teams must be led by suitably qualified people, approved by Projects of Promise, and activities to be undertaken by teams are to be aligned with the development objectives of the project.

Teams will engage in one or more briefing meetings with the Executive Officer or Country Director prior to the visit. Briefing meetings cover the nature of the project to be visited, cultural sensitivities, safety while travelling, security *(ie Australian Government policy on ransoms)*, health issues and activities to be undertaken.

Visits are to be arranged through the Projects of Promise office and in conjunction with the in-country delivery organisation to be visited. All persons travelling overseas to in-country projects which include children must undertake a National Police Clearance check.

Projects of Promise will not authorise a visit by a team to any location where DFAT travel advice carries a security warning related to non-essential travel.

Travel Policy
Please refer to Policy on Travel and Security.

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2.21 Sustainability Policy

Projects of Promise is committed to sustainable development. In accordance with its philosophy, Projects of Promise believes that by empowering the poor and by encouraging and advocating for development activities that strengthen their capacity and sense of self-determination, the sustainable relief and eradication of poverty is possible.

In accordance with its Policy on Non-Development Activities, Projects of Promise defines "development" not just as a higher material standard of living, but as a process of poor and vulnerable people taking control of their situations, identifying their most critical needs, and working together to find sustainable solutions. In this way people can transform their lives.

We seek to take a "holistic" approach – recognising people's physical, social, spiritual, economic and political needs. In this kind of development process, people discover the barriers that prevent them from moving towards a better future. This helps them to deal not only with immediate problems, like malnutrition and disease, but with underlying causes such as unemployment, illiteracy, landlessness and dependency.

Furthermore, to ensure that Projects of Promise is not supporting any welfare activities, all Projects of Promise activities will include:

- A strategy for integration into a broader community development program
- Involvement and capacity building of those benefiting from the activity
- A clear time-frame and exit-strategy

In accordance with its Environment Policy, Projects of Promise also places high priority on preservation of the environment for future generations.

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2.22 Transparency Policy

Policy Context
Projects of Promise is committed to being open and transparent with its stakeholders at all levels in its operations and its use and stewardship of funds and resources. We acknowledge the importance of being accountable to funders, donors, supporters, regulating authorities *(eg ACNC, ASIC)*, partners and the general public.

This Policy commits Projects of Promise to the disclosure of relevant information in a timely, accurate and accessible manner and expresses both our openness and desire to receive and respond to requests for information from all stakeholders. *(Refer also Projects of Promise Complaints Policy)*

This policy outlines our approach to:

- Management and stewardship of funds and resources and our commitment to clear and understandable financial reports
- Management and stewardship of information

Application
The policy applies to Board members, staff, contractors and volunteers of Projects of Promise.

Definitions
Projects of Promise defines 'transparency' as organisational behaviours and practices that make accessible and visible the activities, operations, policies and finances of the organisation, coupled with clear and accessible reports and readily available means for feedback, complaints and reporting of concerns.

Governance and Regulatory Responsibilities
Projects of Promise is governed by a voluntary Board of suitably qualified Directors with management responsibility for operations delegated to the Executive Officer or Country Directors. The identity and qualifications of Directors are published on the Projects of Promise website.

As a charity, Projects of Promise meets its reporting obligations through the provision of Annual Reports, Annual Information Statements and Audited Financial Reports.

Key Projects of Promise policies are available on the Projects of Promise website.

At each meeting of the Board, the Executive Officer or Chairperson will provide a Governance Report identifying any issue requiring disclosure in order to enable the Board to effectively fulfill its governance and strategic planning responsibilities.

Membership and Member Information
Individual membership of Projects of Promise is open to any person subject to the provisions outlined in the Projects of Promise Constitution. As required by company law, Projects of Promise will maintain a register of members but will only maintain such information as is necessary to fulfill legal requirements.

Where a member is a Director on the Board of Projects of Promise, additional information to enable a biographical statement to be published on the Projects of Promise website or to be used in reports, proposals or applications will be held, subject to the Director approving content related to them.

Sources of Income
Projects of Promise receives funds from the following sources:

- Donations from the individuals, community groups and charitable foundations are the main source of income
- Income from sales and events
- Special circumstance Government grants

Transparency in Fundraising
Projects of Promise demonstrates transparency with donors and supporters through clear processes and clear communication in the acceptance and managing of donations. Donors are provided with opportunities to identify the project areas to which they desire to have their gifts assigned.

Projects of Promise promotes transparency and accuracy in the reporting donations and commits to compliance with all relevant legislation including the ACNC and the ACFID Code of Conduct and Fundraising Charter. Additionally, Projects of Promise reports to its Board annually against the ACFID fundraising charter.

Projects of Promise has established a framework for considering whether or not a donation, over which there is a concern, will be accepted where there are ethical or reputational concerns *(Policy on Acceptance and Refusal of Donations).*

Projects of Promise does not engage with third parties in generating donation income *(eg contract fundraisers)*. The Executive Officer or in the absence of an Executive Officer the Chairperson is responsible for ensuring that Projects of Promise fundraising events are in ethical alignment with Projects of Promise vision and mission.

Donor Information
Projects of Promise is committed to ensuring that donor requests, allocation to purpose or anonymity, are observed *(Refer also Privacy Policy).* Projects of Promise will:

- Maintain a data base of supporters and donors and where requested will not send supporters or donors promotional or fundraising material
- Ensure donor records are not made available to any other person or organisation except where there is a legal requirement to do so

- Ensure that within Projects of Promise donor information is only be made available to persons whose duties relate to donor management, recording or engagement or to the Board where there is a specific need to do so

- Donors may request at any time information about them held by Projects of Promise

- As a matter of practice and policy, Projects of Promise will not maintain any information on donors that is not directly related to the recording of their contact details, donation record and contact preferences

Participant Information

- Projects of Promise will only maintain information on participants delivered by our program partners excepted where the information is related to communications and fundraising and the information has been provided with the informed consent of the individual or a person with authority to provide consent

- Individual participant/recipient records will not be held by Projects of Promise but by the partner group except where the records form part of an evaluation and the personal details are held with consent

- No individual participant/recipient records will be made available to any person outside the organisation

- Within Projects of Promise, individual participant/recipient records will only be made available to management or staff with a relevant program responsibility or the Board, or its representative, when the Board considers the action necessary

Staff Records – Paid & Voluntary Staff

Projects of Promise will only retain such information in staff records as is necessary to:

- Fulfill legal employment requirements *(eg employment contracts)*

- Ensure a proper record of service, hours work, pay and leave taken

- Record matters related to performance, review and training

Access to staff records will only be available to management and staff whose duties require access to the information held in order to fulfill their work responsibilities, and to the Board or its representative, when the Board considers the action necessary.

Requests for Information

Contact:

Projects of Promise Chairperson, Carlyle Ginger
P: (+61) 421 611 993
E: carl.ginger@projectsofpromise.org

Policy Review

November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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Transparency Policy: ATTACHMENT A
BOARD GOVERNANCE & RISK REPORT

This report encompasses known information re Projects of Promise and its partner groups	**Response: Yes/No/Details**
External investigations / enquiries into the organisation (or its partners) including any alleged breach of legislation.	
Any litigation (threatened or pending) by or against the organisation.	
Any matter for which legal/professional advice has been sought and a brief summary of that advice.	
Any critical incidents which may have occurred including: ● Any issue with high profile political and/or public relations impact; ● Death or serious injury/disability of an employee/agent of organisation or member of the public, arising from the organisation operations or occurring on organisation property; ● Any major failure in system or technology affecting operations ● Any significant failure/alleged failure of a standard of care ● Any breach of security (theft, trespass, breach of confidentiality, corruption)	
Social Instability/Unrest - eg instability or social unrest in partner country where the nature of extent of the instability is likely to impact continuity, scale or scope of development activity or impact project visits and monitoring.	
Significant issues in workplace relations; ● Workplace issues – alleged breaches re equal opportunity / sexual harassment etc ● Proposed workplace agreements, enterprise bargaining, award issues / changes ● Any representation from union or industry bodies including potential industrial action ● Staff & OHS issues, vacancies, staff turnover, workplace accidents, incidents, claims.	
Any major contractual issues: ● Contract/leases/licences nearing expiry or renewal ● Breach of current contracts with suppliers, customers, etc ● Any event or reason which may affect the organisation of contracts	
Changes to legislation or regulatory schemes affecting the organisation in terms of compliance, budget, operations, or liability of Board Members.	
Complaints in relation to operations including details of serious individual complaints, any allegation that any officer of the organisation has misused his/her office or exceeded his/her powers, or acted unfairly.	
Media comment by management, any employee or agent.	

Insurance: ● All notifications of possible claims or actual claims ● Any changes or proposed changes to insurance arrangements including any change in operations or new business operation relevant to the risk insured and insurance cover. ● Any event arising which appears not to be covered by insurance or not adequately covered	
Significant purchases or replacement of assets or major repairs/maintenance to assets.	
Disposal of assets not otherwise reported or authorized.	
Marketplace status of customers and/or competitors: ● Any significant change in leadership or structure of strategic partners ● Significant developments by others which may affect operations ● Any other matter that significantly affects our position in the market.	
Has the DFAT Consolidated list been checked to see if the partner organisations or key personnel are on the list? *(Six monthly check – 3 July & 3 January each year)*	
Any other matter	
Signed: Executive Officer	**Date:**

3.1 Capacity Building Of Partners Policy

Projects of Promise commits to ongoing partner capacity building so that its partners are equipped to effectively govern and manage their organisations.

Projects of Promise believes that by empowering the poor, and by encouraging and advocating for development activities that strengthen their capacity and sense of self-determination, the sustainable relief and eradication of poverty is possible. Projects of Promise commits to building the capacity of partners in the following ways:

- Provision of development tools to facilitate good quality programming such as program management templates.
- Ongoing monitoring of partner capacity in the broad areas of governance, program management, and financial accountability. This investigation is done through discussions with partners during field visits, analysis of progress reports, ongoing communication with partners and annual governance reporting.
- Ongoing monitoring of partner capacity in the specific areas of child protection, counter terrorism, gender equity, and environment. This investigation is done through discussions with partners during field visits, analysis of progress reports, and ongoing communication with partners.
- Tailored capacity building of partners to suit their capacity needs. This may include:
    - In-country capacity building workshops for staff on topics such as leadership, program management, or identified programming or governance areas
    - Mentoring of specific staff in-country, in Australia, or remotely through ongoing communications
    - Support for capacity building in areas that Projects of Promise or their partners have identified as being weak
    - Opportunistic volunteer and internship placements when the skills of the volunteer or intern meet the capacity needs of the partners

Focused in-country workshops on child protection, counter-terrorism, gender equity, and environment to ensure that all partner staff understand these important cross-cutting issues.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
1.0

3.2 Discrimination & Harassment Policy

Projects of Promise is committed to providing work places for its representatives and clients which are free of harassment or discrimination and seeks to ensure that every person is treated with respect and dignity.

Harassment is both unacceptable and unlawful.

Projects of Promise' representatives, customers, donors and clients have the right to protection against harassment and discrimination under the terms outlined in this policy.

No representative, customer, donor or client will be penalised or disadvantaged as a result of raising concerns or complaints relating to harassment or for giving responsible support to a colleague who has suffered harassment.

All allegations of harassment and discrimination will be investigated thoroughly, and confidentially.

Complaint Procedure for Projects of Promise's Personnel
Projects of Promise representatives are encouraged to seek to resolve complaints first at an organisational level.

The process for raising complaints internally involves raising the complaint with the Executive Officer or Chairman, or if the Executive Officer or Chairman is the subject of the complaint then with a senior member of the Board (eg Treasurer).

Projects of Promise recognises that external avenues for complaint of discrimination and sexual harassment are available to all employees as a right and any Projects of Promise representative may approach the Equal Opportunity Commission for independent advice at any time.

Anti-Discrimination NSW
Email: complaintsadb@justice.nsw.gov.au
Fax: (02) 9268 5500
Mail: The President, Anti-Discrimination NSW, PO Box A2122, Sydney South NSW 1235.

Projects of Promise aims to provide an internal complaints procedure for all its representatives / stakeholders that is effective and user friendly and encourages any who have a complaint or concern to first utilise the internal procedures to seek to solve a problem.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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3.3 Employment & Staff Conduct Policy

Projects of Promise is an equal opportunity employer.

Appointment of staff (paid and voluntary) is at the discretion of the Executive Officer within the parameters of the Board approved budget.

Appointment of the Executive Officer is made by the Board of Projects of Promise.

Job descriptions are to be developed for each substantive role, whether volunteer or paid. On appointment, an employment agreement is to be signed by the employer and the employee.

All staff will have access to Projects of Promise policy manual and are expected to behave in a professional manner, consistent the values of organisation and the policies outlined in the policy manual.

Projects of Promise will not tolerate unacceptable behaviours in the workplace including, but not limited to, the following behaviours identified in the ACFID Code of Conduct Implementation Guidance (http://www.acfid.asn.au/code-of-conduct/implementation-guidance):

- Physical or verbal abuse
- Sexual activity with a child
- Theft of physical items or intellectual property
- Inappropriate use of assets
- Inappropriate use of email/social networking
- Fraud
- Bribery
- Misrepresentation of the organisation or another staff member
- Breaching confidentiality
- All forms of exploitation and abuse

Additionally, Projects of Promise staff (substantive paid and volunteer positions) are to adhere to Projects of Promise Child Protection policy.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
1.0

3.4 Occupational Health & Safety Policy

Projects of Promise recognises the need for each of its employees to be provided with a safe and healthy place in which to work.

It is Projects of Promise's policy to make every reasonable effort in accident prevention, injury protection and promotion of the health, safety and welfare of all employees. As such, the organisation will observe and enforce the relevant acts and regulations that apply to working conditions in industry.

Employees are expected to willingly co-operate in helping make their workplaces healthy and safe by observing and practising safe work methods.

If an employee becomes aware of any real or potential hazards to themselves or others, they should discuss the matter with the Executive Officer.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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3.5 Separation Between Governance & Management Policy

Projects of Promise is committed to having a Board of Directors that is independent of Projects of Promise staff members. To this end, Projects of Promise staff members may be members of the organisation, but may not be elected to the Board of Directors.

Should a Projects of Promise Board Director wish to apply for a staff position and be successful in their application, this Director must resign from the Board immediately.

In the event of a Board Director being asked by the Board to undertake a specific project for which they qualified on a short term basis *(eg up to three months)*; the Director will take leave of absence from the Board for the duration of the project.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
1.0

3.6 Staff Development & Training Policy

Projects of Promise staff are encouraged to undertake further training to increase their capacity to fulfill their responsibilities and advance the work of Projects of Promise.

Project staff are encouraged to access training opportunities both “in house” and through other reputable development or training agencies.

Approval for training courses is to be provided by the Executive Officer or where it is being requested by the Executive Officer, then by the Projects of Promise Board.

The cost of in-house training is to be met by Projects of Promise.

Projects of Promise may contribute to the cost of external training and this may be negotiated with the Executive Officer, or where the Executive Officer or a Board member is making the request, by the Projects of Promise Board.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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3.7 Staff Travel & Security Policy

The safety and security of Projects of Promise representatives when they are travelling overseas as official representatives of Projects of Promise is a key responsibility.

We accept a duty of care for all representatives and are committed to clear and appropriate security policy and protocols. The aim of this document is to ensure that travelling representatives are aware of their security responsibilities, and are enabled to travel safely for their work.

The security policy and protocols are developed by the Projects of Promise Executive Officer and are reviewed if changes in circumstances require an update. The authority to enforce implementation of the policy and protocols rests with the Projects of Promise Executive Officer.

All Projects of Promise staff, and all individuals contracted by Projects of Promise on a professional or voluntary basis to travel for a Projects of Promise activity, are covered under this policy and protocols. The policy does not cover family members of the above individuals and staff under contract with other NGOs or institutions. The policy and protocols cover only people, not material and financial asset

Security Policy and Protocols
Projects of Promise considers the security policy to be binding for all individuals covered. Adherence to the policy is a requirement, and failure to adhere to the policy may lead to non-employment by Projects of Promise in the future.

All Projects of Promise representatives covered under the policy and protocols have the right to decline to enter high-risk environments without impacting employment. They also have the right to leave locations where their personal assessment is that their safety and security or that of others is being compromised.

If the security situation deteriorates beyond limits of acceptability, the Projects of Promise Executive Officer or Projects of Promise staff member have the possibility to decide upon evacuation. Both scenarios will be under full responsibility of Projects of Promise as are the costs incurred.

Travelling representatives are responsible for having a detailed understanding of the policy and protocols. If any Projects of Promise travelling representative identifies deficiencies in the security policy, they will also take appropriate corrective action in the field and report this back to the Executive Officer.

Conduct
Projects of Promise representatives travelling will operate with security awareness and minimum risk-taking behaviour. They are also obligated to respect the law and the culture of the host community including expected dress codes, non-use of alcohol, and other restrictions to a sensible degree. Before travelling, Projects of Promise representatives are required to inform themselves on the context and the cultural laws of the country of destination.

The Projects of Promise Executive Officer may overrule any Projects of Promise travelling representative's decision to remain in an area that the Executive Officer deems unsafe.

Briefing
All Projects of Promise representatives travelling for Projects of Promise will be briefed before departure, either by email, in person, or both. The briefing will contain logistical, content related, and security details. It is the responsibility of the Projects of Promise travelling staff member to request security briefings whenever possible and appropriate upon arrival in the country of destination. Upon return, all Projects of Promise representatives can request a debriefing.

Insurance
Projects of Promise ensures that insurance cover is in place for travelling representatives. Insurance cover will include world-wide cover in the event of injury or death when travelling on Projects of Promise business, medical and hospital expense cover, and reimbursement for the loss or damage of personal effects. It is the practice of Projects of Promise to only deploy experienced volunteer members of Board and the Executive Officer as travelling representatives.

Deployment
The decision to deploy representatives or continue planning the mission is made by the Projects of Promises Executive Officer. If changing security situations require cancellation or evacuation, Projects of Promise will do so. Projects of Promise will not send any representatives to countries recommended by Department of Foreign Affairs and Trade as '*do not travel*'. Projects of Promise will also carefully consider sending representatives to countries or regions with the Department of Foreign Affairs and Trade advice to '*reconsider your need to travel*'.

Communication
Projects of Promise travelling representatives will be in contact by phone or other relevant means on a daily basis with Projects of Promise' Executive Officer or Chairperson. It is the responsibility of the Projects of Promise travelling representative to make the connection with Projects of Promise Executive Officer or Chairperson. Projects of Promise travelling representatives must also identify if they will not be contactable for more than 24 hours, in which case they will inform Projects of Promise Executive Officer or Chairperson in advance. In case of unexplainable loss of communications longer then 48 hours, Projects of Promise Executive Officer or Chairperson will contact the nearest embassy and report the situation. Depending on the situation, Projects of Promise Executive Officer or Chairperson will set a crisis plan in motion.

If Projects of Promise has more than one representative travelling in a country, these team members will be in contact at all times. Team members must be aware of the location and communication means of their travel companions at all times.

Crisis Management
Projects of Promise defines as a crisis any unstable situation of extreme danger or difficulty, which harmfully affects or can harmfully affect the organisation and/or its representatives. If the security situation deteriorates beyond limits of acceptability, the Projects of Promise Executive Officer and Projects of Promise travelling staff may decide on evacuation and this decision cannot be overruled. Evacuation will be under the full responsibility of Projects of Promise.

The Projects of Promise Executive Officer may direct any representative to leave an area that the Executive Officer deems to be unsafe. If the Executive Officer makes the call, then Projects of Promise is responsible for paying the costs to return to Australia.

Incident Reporting

Projects of Promise defines as an incident all events that have caused, or are likely to cause, harm to Projects of Promise representatives or the profile of Projects of Promise. All incidents involving Projects of Promise traveling representatives must be reported as soon as possible to the Projects of Promise office.

Flights and Expenses
Projects of Promise representatives will fly economy class both domestically and internationally. Projects of Promise representatives will be reimbursed for reasonable costs they incur during Projects of Promise related trips. Costs claimed must be supported with appropriate documentation such as receipts. All accommodation while travelling should provide a safe and secure environment, be convenient to the place of work and cost effective.

Hostage Situations
Projects of Promise will not make payments or concessions to hostage-takers or kidnappers in any situations involving Projects of Promise travelling staff. Projects of Promise considers that paying a ransom increases the risk of further kidnappings. It is important that travelling representatives are made clearly aware of this situation.

Travel Checklist

- *Insurance* – take a hard copy of the insurance policy and note the emergency number
- *Registration* – register their travels with the Department of Foreign Affairs and Trade at https://www.orao.dfat.gov.au/orao/weborao.nsf/Homeform?Openform.
- *Health* **–** ensure they have all necessary vaccinations and other medical precautionary measures prior to travel
- *Emergency details* – provide Projects of Promise with a copy of their passport and contact details for next of kin / emergency contact
- *In-Country contact* – forward in-country contact details to Executive Officer Projects of Promise prior to travel. Projects of Promise may contact this person at any time during Projects of Promise staff travel should they not be able to directly contact the Projects of Promise travelling staff
- *Awareness* - monitor significant political, social, economic and military events in the areas where they are going to travel and check the Department of Foreign Affairs and Trade travel advisories prior to travel
- *Passport* – check passport has more than 6 months validity
- *Documentation* – take 2 copies of passport on their travels and have a soft copy available on email
- *Money* – consult with the travel agent about accessing cash in the country they are visiting. Carry some emergency funds and a second credit / cash card securely placed in case of robbery
- *Visas* – consult with the travel agent about visa requirements for the country they are visiting and any transiting countries

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November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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3.8 Volunteers Policy

Projects of Promise values the role and use of volunteers in assisting in the function of the organisation and will at all times, treat them with the dignity and respect they deserve.

- Volunteers may be recruited by personal contact and / or other relevant means
- Suitability for particular tasks will be ascertained by the Executive Officer or a designated Volunteer Co-ordinator
- Volunteers will be provided with a job description and receive an induction
- Volunteers will not receive any remuneration but may be reimbursed for 'out of pocket' expenses at the discretion of the Executive Officer or Treasurer (or equivalent)
- Office volunteers recruited for a specific 'long term' task will work under regular supervision
- All volunteers will be made aware of the first-aid arrangements at the work site
- Volunteers will covered by insurance for injury while working for Projects of Promise through a Personal Accident Policy for volunteer workers
- Where there is a conflict of interest volunteers will be expected to comply with Projects of Promise policy *(refer Conflict of Interest Policy)*
- If a volunteer has a complaint about Projects of Promise or its staff members he/she would be required to express this complaint to the Executive Officer.
- Volunteers have access to a copy of Projects of Promise Policy Manual.

Voluntary Representatives
To extend knowledge of its work, Projects of Promise may engage Voluntary Representatives who promote the work and its partners to churches, schools, service groups, business and wider community. Suitable applicants will be appointed and responsible to the Executive Officer.

- Voluntary Representatives will receive training for the role as needed
- They do not receive any remuneration but may be reimbursed for 'out of pocket' expenses on the provision of receipts
- Voluntary Representatives are legally covered for injury while working for Projects of Promise through a Personal Accident Policy for volunteer workers
- Where there is a conflict of interest, Voluntary Representatives will be expected to comply with the Projects of Promise policy in this regard

- If a Voluntary Representative has a complaint about Projects of Promise or its staff members he/she is required to express this complaint according to the Projects of Promise policy
- Voluntary Representatives have access to a copy of the Projects of Promise Policy Manual

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3.9 Whistleblowing Policy

Policy Context
Projects of Promise aims to:

- Allow and encourage safe reporting of misconduct or illegal activity at Projects of Promise
- Uphold Projects of Promise high standard of ethical conduct and financial responsibility
- Outline the process for dealing with the reports and protection of whistleblowers
- Ensure that misconduct is dealt with appropriately

Definitions
Whistleblowing is defined as deliberate, voluntary disclosure of individual or organisational wrongdoing by a person who has access to data, events or information about an actual, suspected or anticipated wrongdoing within the organisation.

Whistleblower refers to any Projects of Promise Board or Committee member, staff member, volunteer or other person connected with Projects of Promise (such as a person from a partner organisation or interested third party) who attempts to make a report or wishes to report in connection with a wrongful act under this policy and who wishes to avail themselves of the protections offered by this policy.

Wrongful Act includes, but is not limited to:

- Breaches of legal obligations (including negligence, breach of contract, breach of administrative law)
- Breaches of Projects of Promise policy and ACFID (Australian Council for International Development) Code of Conduct to which Projects of Promise is a signatory
- Criminal offences
- Mismanagement of funds
- Actual or suspected fraud
- Abuse of authority
- Disclosures related to miscarriage of justice
- Health and safety risks, including risks to the public as well as other employees
- Damage to environment
- The unauthorised use of organisational funds

- Possible fraud and corruption
- Sexual or physical abuse of program participant
- Other unethical conduct
- The concealment of any of the above

Principles

- All Projects of Promise Board, Committee members, staff and volunteers have an obligation to report wrongful acts in accordance with this policy
- All Projects of Promise Board members, staff and volunteers have the right to speak freely and honestly to report wrongful acts in a safe environment without fear of retaliation or reprisal
- Projects of Promise will respond in a timely, respectful and confidential manner to all disclosure of wrongful acts
- Projects of Promise will adhere to the protection offered under Whistleblowers' Protection Act 2001
- Where it has been assessed that the matter may be subject to a criminal investigation, Projects of Promise will refer the matter to law enforcement agencies

This policy is not intended to replace the procedures in the *Projects of Promise Complaints Policy* for staff to raise any matter they may have in relation to their work or their work environment, other person, or decision affecting their employment.

Protection in Practice

Confidentiality: If a wrongful act or suspected wrongful act is reported under this policy, Projects of Promise will take all reasonable steps to protect the identities of both whistleblowers and alleged perpetrators. Generally, Projects of Promise will not disclose the whistleblower's identity unless:

- The whistleblower consents to the disclosure
- The disclosure is required or authorised by law, and/or
- The disclosure is necessary to further investigations

Reports made under this policy will generally be treated confidentially. However, when a report is investigated it may be necessary to reveal its substance to people such as the Projects of Promise Board, external persons involved in the investigation process and, in appropriate circumstances, law enforcement agencies. At some point it may also be necessary to disclose the fact and the substance of a report to the person who is the subject of the report.

Unauthorised disclosure of information relating to a report, the identity of the whistleblower or information from which the identity of the whistleblower could be inferred, will be regarded seriously and may result in disciplinary action, which may include dismissal.

Protection of whistleblower: Projects of Promise will protect a whistleblower by:

- Allowing whistleblowers to report suspicions anonymously
- Endeavouring to keep the identities of whistleblowers and alleged perpetrators confidential, and encouraging all parties involved to do the same

- Endeavouring to keep details of the report confidential and storing any physical evidence of the proceedings in a secure place
- Ensuring that a person's participation in a whistleblower investigation will not appear in any employment or personnel records
- Ensuring that a person's participation in a whistleblower investigation will not result in discrimination or disadvantage in their employment
- Providing appropriate protection & support to those who, in good faith, make a report, Projects of Promise Board and management will take all reasonable precautions to store any records relating to a report of a wrongful act securely and to permit access by authorised personnel only

Whistleblowers implicated in a wrongful act: Note: If a report concerns alleged or suspected breach of corporations or securities laws, the recipient of a report under this policy must seek legal advice before disclosing any information at all relating to the report.

Even though a whistleblower may be implicated in the wrongful act, they will not be subjected to any actual or threatened retaliatory action or victimisation in reprisal for making a report under this policy. However, making a report will not necessarily shield the whistleblower from the consequences flowing from that person's involvement in the wrongful act. In some circumstances an admission may be a mitigating factor when considering disciplinary or other action.

False disclosures: Projects of Promise will treat all disclosures of wrongful acts seriously and protect staff who raise concerns in good faith. While protection is provided to whistleblowers under this policy, deliberate false reports will not be tolerated and anyone found making a deliberate false claim or report will be subjected to disciplinary action, which could include dismissal.

Reporting Process: Concerns relating to wrongful acts should be reported to:

- The Executive Officer of Projects of Promise (except where he/she may be involved in the wrongful act); and/or
- The Chair of the Board (except where he/she may be involved in the wrongful act); and/or
- Projects of Promise External Auditors or legal representatives.

Reports can be made in writing or verbally. It is also acceptable to make an anonymous complaint, however, it is noted that this may impede any subsequent investigation.

Upon receiving a report, Projects of Promise will investigate concerns appropriately, and will, where possible, provide feedback regarding the outcome of the investigation and remedial action taken.

The Executive Officer will be responsible for reviewing and implementing any recommendations from the report:

Contact: Executive Officer –

Chairperson: Carlyle Ginger – carl.ginger@projectsofpromise.org

Communication with Whistleblower: Provided the disclosure was not submitted anonymously, the whistleblower will be kept informed of the progress of the investigation. The

whistleblower will be informed of the outcomes of the investigations subject to the considerations of privacy of those against whom the allegations have been made.

Management of a Person Against Whom a Report is Made: Generally, the person who is the subject of any report that is investigated, will:

- Be informed as to the substance of the allegations
- Be given the opportunity to answer the allegations before any investigation is finalised
- Be informed about the substance of any adverse comments that may be included in any report arising from the investigation before it is finalised
- Have their defence set out fairly in any report

Projects of Promise recognises that individuals against whom a report is made must also be supported during the handling and investigation of the alleged wrongful act.

Projects of Promise will take all reasonable steps to ensure the person who is the subject of a report, is treated fairly, particularly during the assessment and investigation process. Support provided by Projects of Promise may include referral to counselling or arranging pastoral care.

Where a person is named by a whistleblower as being suspected of a possible wrongful act but preliminary investigation inquiries determine that the suspicion is baseless or unfounded and that no formal investigation is warranted, then the whistleblower will be informed of this outcome.

Accessibility of this Policy

This policy will be circulated to all Board members, staff and made available on the Projects of Promise website.

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November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
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3.10 Workcover Policy

If any employee is injured undertaking work for Projects of Promise, the incident should be reported to the Executive Officer or Chair immediately.

A Workcover report of injuries must be completed and lodged with Workcover NSW.

Projects of Promise encourages any injured worker to seek qualified medical assistance as soon as practical. Any claim for compensation must be made in writing and should be supported by medical evidence. Any injury, illness or health problem should not be neglected just because it seems slight.

Rehabilitation
Projects of Promise is committed to preventing injury and illness by providing a safe and healthy environment. Its desire is to provide rehabilitation for employees who sustain injury or illness to enable the fullest degree of physical, mental, social, economic and vocational wellbeing.

Recovery and Return to Work
The Executive Officer will:

- provide advice to assist in filling out Workcover Claim Forms if required
- explain rights, obligations, benefits and rehabilitation procedures to the injured employee
- encourage early medical assessment and involvement of accredited rehabilitation procedures to the injured employee
- encourage early medical assessment and liaise where appropriate with the treating medical practitioners and rehabilitation providers to establish a suitable rehabilitation program with short and long term goals.

Providing Suitable Duties
Where the injured / ill employee is, according to medical judgement, well enough to return to work, the Executive Officer, after receiving a medical report, will ensure that where possible, employees are returned to their usual work or some alternative available work within their capacity.

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November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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4.1 Child Protection Policy

"The fight against poverty stands a good chance only when children are freed from exploitation, violence and abuse. Unfortunately, there is no quick-fix solution: A child cannot be immunised against abuse. But there is something that can be done. We can begin by ensuring that all children live in a strong protective environment" (UNICEF 2005: 26-27)

Projects of Promise policy on Child Protection is founded on a zero tolerance of child exploitation and abuse and seeks to align its child protection policies, and those of its partners with the Child Protection Policy introduced by the Department of Foreign Affairs and Trade (DFAT) in 2017, as updated in January and June 2018.

This policy has application to Projects of Promise Board, staff, representatives and development partners in relation to programs and projects funded by Projects of Promise.

The Projects of Promise Board requires that Projects of Promise engage with its staff and its development partners to ensure that this Child Protection Policy is understood, adopted and implemented. Discussion, training and formal agreements are to be in place to support embedding of the policy.

Where development partners have existing child protection policies in place, Projects of Promise will ensure that the policies meet the nine minimum standards required (outlined herein). Where development partners do not have an existing child protection policy, or the policy does not meet the nine minimum standards, Projects of Promise will work with the partner to assist them to meet the standards.

Policy Principles

In alignment with DFAT Child Protection Policy principles:

- Projects of Promise has a zero tolerance approach to child exploitation and abuse. Child exploitation and abuse will attract criminal, civil and disciplinary sanctions.
- Projects of Promise will not knowingly engage—directly or indirectly—anyone who poses a risk to children.
- Projects of Promise will work to minimise the risks of child exploitation and abuse associated with its functions and programs, and will train staff and partners on their obligations under this policy.
- Projects of Promise will assess its activities and seek to effectively manage, mitigate or reduce risks to children that may be connected to its programs.

- Projects of Promise will actively seek the commitment, support and cooperation of partner organisations and individuals who help to deliver programs funded by Projects of Promise.
- Projects of Promise will apply the principles of natural justice when making decisions that affect a person's rights or interests, in particular when responding to concerns or allegations of child exploitation and abuse.
- Projects of Promise recognises that the best interests of the child is a primary consideration and is committed to upholding the rights of children under the United Nations Convention on the Rights of the Child.

Risk-Context Based Approach

This policy provides a risk-context based approach to the management of child protection in relation to Projects of Promise operations in Australia and funded development activities overseas. Projects of Promise recognises that graduated risk exists as follows:

Who	Nature of engagement with children	Mitigation
Projects of Promise staff and representatives in Australia	● Little contact and no one-on-one contact with children.	● Police clearance (NPC) ● Reference checks
Projects of Promise staff and representatives making monitoring visits in project countries	● Limited contact with children and always in the presence of a development partner staff member or representative.	● Police clearance (NPC) –(*unless accompanied at all times by BF staff/representative)* ● Reference checks ● Briefing meetings prior to departure in which CP issues are addressed.
Projects of Promise representative on short-term assignment with development partner.	● Significant contact/working with children in working in program area. ● Perceived to be in a position of authority.	● Police checks ● Reference checks ● Child Protection policy training including reporting procedures
Development partner staff working with children.	● Significant contact/working with children. ● In position of formal authority in relation to children.	● Police clearance *(or local equivalent)* ● Reference checks ● Child Protection policy including reporting procedures

Assessment is required in relation to operations, programs and activities of Projects of Promise and its partners to understand both the context and the mitigation steps to be taken. Projects of Promise will use the DFAT Child Protection Risk Context matrix to assist in the making of risk assessments.

Responsibilities Under The Policy
Projects of Promise Board and staff must ensure child protection risk is considered, and is managed in accordance with this policy. Projects of Promise development partners are expected to act in accordance with the policy principles outlined in this document.
As all Projects of Promise development partners work with children, Projects of Promise will engage with partners to assess child protection risk and apply all nine minimum standards outlined in this policy.

Reporting Suspected Child Exploitation Or Abuse
It is mandatory for Projects of Promise staff and partners to report immediately any suspected or alleged case of child exploitation *(including possession of child exploitation material)*, abuse or policy non-compliance by any Projects of Promise staff or development partners covered by this policy. Where an individual or organisation has already reported, but becomes aware of additional information, the individual or organisation must also report that information.
Reports of breaches of this policy, whether in Australia or overseas, can be made by contacting in the first instance either:

Projects of Promise Executive Officer
M: E:

Projects of Promise Chairperson, Carlyle Ginger
M: 0421 611 993 E: carl.ginger@projectsofpromise.org

Allegations made in Australia:
If the incident has occurred in Australia, the Executive Officer may contact the police (depending on the nature of the incident) to investigate the allegation. Where the Executive Officer is the subject of the allegation, then the matter is to be reported to the Chairman of the Projects of Promise Board or another senior Board member.

Allegations made overseas:
Any allegation or incident which involves an Australian staff member, volunteer, donor or someone else representing Projects of Promise must be reported to the ICDO Country Representative, to the Executive Officer of Projects of Promise in Australia. In certain circumstances (see below) the matter must be reported to the Australian Federal Police. Any matter so advised must be confirmed in writing.
The ICDO Country Representative of the country in which the allegation is made is responsible for liaison with Projects of Promise and will follow its own legislative or internal procedures to investigate and address the allegations.

Duty to report to Australian Federal Police
To protect children overseas, the Australian Government has created offences under the *Commonwealth Criminal Code Act 1995*. It is a crime for Australian citizens, permanent residents or bodies corporate to engage in, facilitate or benefit from sexual activity with children (under 16 years of age) while overseas. These offences have provisions applying an extended geographical jurisdiction that enables offences committed overseas to be investigated and prosecuted in Australia. Other offences contained in the *Commonwealth Criminal Code Act 1995* include reference to offences associated with using a carriage service (eg mobile phone / internet) to commit offences related to the sexual exploitation of children. It is the responsibility of the Executive Officer, or in their absence, the Chair of Projects of Promise Board, to ensure that any offences of the kind identified in this section suspected of having been

committed overseas by an Australian citizen, permanent resident or body corporate is reported immediately to the Australian Federal Police.

Report the Incident
Any incident, belief or suspicion of any form of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse (past or present) by an employee, agent, partner, sponsor, donor, Board-member or other related person must be reported immediately to the Executive Officer, or in their absence, to the Chair of the Projects of Promise Board. If a child reports an incident to a Projects of Promise representative or partner, the child/young person must be taken seriously and listened to carefully. At no time should the child be returned to the environment where the abuse occurred.

Document the incident
As soon as possible *(within a period of 24 hours of the disclosure),* the staff member receiving the disclosure needs to have fully documented the allegation, including the time, place, witnesses. The Complaints Referral form must be completed. (*Attachment* C)

Confidentiality
All cases of child abuse, whether alleged or proven, will be handled with the utmost confidentiality. When concerns arise, all participants will be directed through a formal complaints process involving the Projects of Promise Executive Officer.

Reporting allegations of physical/sexual abuse to police
All allegations of physical or sexual assault in Australia must be reported to the police, whether or not the victim has consented to the matter being reported. The reporting of allegations in countries other than Australia needs to considered carefully having regard to the likelihood that the report will seriously handled and the victims needs and rights will be protected. The family of the child should be informed of the allegation and action proposed. They should be consulted where possible on the process to be followed.

Distance The Alleged Perpetrator
The best interests of the child/young person may warrant the standing down of a staff member or volunteer while an investigation commences. Staff members stood down receive full pay and are entitled to a just process that does not pre-suppose guilt or innocence. The allegations should not be discussed or communicated to other people until such have been considered and a decision made by management. The decision made should be documented and filed.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
1.0

Child Protection Policy: ATTACHMENT A

Child Protection Policy & Reporting – Minimum Standards

Minimum Standard 1:	*Compliance to be demonstrated by:*
Partners Projects of Promise has a child protection policy that applies to all personnel, partner's downstream personnel and subcontractors that are engaged by the organisation to perform any part of a DFAT funded activity. The managing partner must ensure the downstream organisation or individual subcontractor complies with the relevant minimum child protection standards. **Individuals** An individual contractor is not required to have a child protection policy. However, they will be required to sign a code of conduct that applies and builds on where appropriate DFAT's Child Protection Professional Behaviours and provide evidence of their commitment to child protection.	**Partners** ● Child protection policy in place ● Personnel aware of the organisation's child protection policy (e.g. through internal communication and training) ● Documented plan for ensuring downstream DFAT funded partners are meeting the minimum standards ● Initial risk assessment of organisation and activities to inform policy development **Individuals** ● Attend child protection training ● Sign code of conduct ● Commitment to child protection ● Current Criminal Record Check

Minimum Standard 2:	*Compliance to be demonstrated by:*
Projects of Promise child protection policy includes a documented reporting procedure for child exploitation and abuse allegations, code of conduct and policy non-compliance, including available sanctions for breaches.	● Organisation's guidelines for managing concerns or allegations of child exploitation and abuse, and policy non-compliance ● Documentary evidence that personnel can raise concerns about a child's safety or well-being or unacceptable behaviour by personnel ● Documentary evidence outlining the organisation's details of available sanctions ● Documentary evidence that policy and reporting information is publicly available and accessible to community members

Minimum Standard 3:	*Compliance to be demonstrated by:*
Projects of Promise provides child protection training for personnel, including downstream partners.	● Training attendance records ● Training agendas and timeframes for training ● Materials used in training

Minimum Standard 4:	*Compliance to be established by:*
Vine Communities child protection policy includes a commitment to preventing a person from working with children if they pose an unacceptable risk to children.	● Referenced in relevant documentation, including policies, contracts and human resource guidelines

Minimum Standard 5:	*Compliance to be demonstrated by:*
The organisation's child protection policy is subject to regular review, at least every five years or earlier if needed.	● Policy is subject to regular review in accordance to the policy commitment, or at least every five years

Undertaking Assessment and Management of Risk – Minimum Standards

Minimum Standard 6:	*Compliance to be demonstrated by:*
Projects of Promise undertakes a risk assessment to reduce the risk of any child being harmed as a result of-operations or activities funded by DFAT. The assessment must identify risks, and document steps being taken to reduce or remove these risks.	● Risk plan identifying activities and measures to reduce or remove the risk to children ● Documentation that risk assessments are reviewed and updated regularly during the life of the activity ● Evidence of adaption to local context (when a different approach to standard risk controls is required)

Recruitment, Screening & Employment Practices – Minimum Standards

Minimum Standard 7:	*Compliance to be demonstrated by:*
Vine Communities employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation.	● Employment contracts for personnel/consultants contain appropriate provisions related to suspension or transfer to other duties of an employee who is under investigation and dismissal after any adverse finding after investigation.

Minimum Standard 8:	*Compliance to be demonstrated by:*
Contact with children positions Projects of Promise has robust recruitment screening processes for all personnel in contact with children. These recruitment procedures include: ● criminal record checks before engagement ● verbal referee checks **Working with children positions** Additional screening measures (such as interview plans that incorporate behavioural-based interview questions) must be used when candidates are applying for positions that involve working with children.	● Documented criminal record checks for personnel in contact with children ● Documented verbal referee checks ● Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response ● Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children ● Review checks when personnel have a change in circumstances ● In limited circumstances it may prove impossible to obtain a reliable criminal record check. A statutory declaration, or local legal equivalent, outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted instead ● Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship

Minimum Standard 9:	*Compliance to be demonstrated by:*
Projects of Promise has a child protection code of conduct that meets and – builds on (where appropriate) – the minimum standard set by DFAT *(see Attachment B – DFAT's Child Protection –Professional Behaviours).*	● A risk based child protection code of conduct based on DFAT's Child Protection – Professional Behaviours ● Signed codes of conduct or a register documenting details of personnel who have signed the code of conduct, or inclusion in employment contracts ● Signed image consent forms/ verbal consent file notes

Board, Staff and Partner Compliance

It is a responsibility of the Executive Officer to monitor and evaluate compliance of Projects of Promise staff and partners with this policy. Questions regarding the policy, training in relation to it, and compliance are to be addressed in Annual Partner Governance Reports and in monitoring visit reports.

Use of Images and Personal Information

In relation to the use of images and personal information for promotion, fundraising and development education purposes, Projects of Promise will ensure the privacy and safeguarding of children is both preserved and maintained. Images and information will only be used with consent.

Child Protection Policy: ATTACHMENT B

Child Protection – Professional Behaviours

Projects of Promise's position on Professional Behaviours (Code of Conduct) mirrors that of DFAT in requiring that those working or having contact with children either directly on behalf of Projects of Promise or funded by Projects of Promise are expected to adhere to the following behaviours while they are performing those duties:

- Treat all children with respect
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Not engage children under the age of 18[1] in any form of sexual intercourse[2] or sexual activity,[3] including paying for sexual services
- Wherever possible, ensure that another adult is present when working near children
- Not supply children with alcohol or drugs
- Not supply children with gifts
- Not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
- Not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- Not use physical punishment on children
- Not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions.

When photographing or filming a child or using children's images for work-related purposes:

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child

- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided

- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive

- Ensure images are honest representations of the context and the facts

- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

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[1] Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded promptly on personnel files.
[2] As defined under the *Criminal Code Act 1995.*
[3] As defined under the *Criminal Code Act 1995.*

Child Protection Policy: ATTACHMENT C

COMPLAINTS REFERRAL FORM

Please submit complaints form to:

Projects of Promise Chairperson, Carlyle Ginger
M: (+61) 421 611 993
E: carl.ginger@projectsofpromise.org

Complaints will be treated confidentially

COMPLAINANT DETAILS

Name of Complainant	
Ethnic origin/Nationality	
Address/Contact	
Identity no.	
Gender	

VICTIM DETAILS

Name of Victim		
Ethnic origin/Nationality		
Address/Contact details		
Identity no		
Age		
Gender		
Name(s) and address of Parents/Guardians, if under 18		
Has the Victim given consent to the completion of this form?	YES	NO

INCIDENT DETAILS

Date of Incident(s)	
Time of Incident(s)	
Location of Incident(s)	
Physical & Emotional State of Victim (Describe any cuts, bruises, lacerations, behaviour, and mood)	
Witnesses' names and Contact Information	
Brief Description of Incident(s) (Attach extra pages if necessary- see end of form)	

ACCUSED PERSON'S DETAILS

Name of accused person(s)	
Job Title of accused person(s)	
Organisation accused person(s) works for	
Address of accused person(s) (if known)	
Age	
Gender	
Physical description of accused person(s)	

RESPONSE DETAILS

Have the police been contacted by the victim?	YES	NO
If yes, what happened?		
If no, does the victim want police assistance, and if not, why?		
Has the victim been informed about available medical treatment?	YES	NO
If yes, has the victim sought Medical Treatment for the incident?	YES	NO
If yes, who provided treatment? What is the diagnosis and prognosis?		
What immediate security measures have been undertaken for victim?		
Who is responsible for ensuring the safety plan (Name, Title, Organisation)		
Any other pertinent information provided in interview (including contact made with other Organisations, if any)		
Details of referrals and advice on health, psychosocial, legal needs of victim made by person completing report		

REPORT DETAILS

Report completed by (name)			
Position/Organisation			
Date/Time/Location			
Has the Complainant been informed about the Organisation's procedures for dealing with complaints?		YES	NO
Signature/thumb print of Complainant signalling consent for this form to be shared with the relevant management structure*			
Complainant's consent for data to be shared with other entities (check any that apply)			
Police Project leader (name)			
Community Services agency (name)			
Health Centre (name)			
Other (Specify)			

Date Report forwarded relevant management structure*	
Received by relevant management structure*	
Name	
Signature	
Position	
Date	

**Relevant management structure is the official(s) responsible for sexual exploitation and abuse issues in the Headquarters of the Organisation where the accused person works or is based*

All information must be held securely and handled strictly in line with applicable reporting and investigation procedures

DESCRIPTION OF INCIDENT

4.2 Prevention of Sexual Exploitation, Abuse & Harassment (PSEAH) Policy

Our Commitment
Projects of Promise is committed to protecting the dignity, safety and human rights of all people engaged in and through its work and will actively seek to prevent mistreatment or harm to children and adults.

Purpose
This Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy is a reflection of our commitment and is additional to and not in substitution of our Child Protection Policy and other policies related to ensuring our workplaces and project activities affirm behaviour and attitudes consistent with a strong safeguarding culture.
The purpose of the policy is to prevent all Projects of Promise staff, volunteers, partners, participants and community members engaged in our work from sexual exploitation, abuse and harassment and to affirm our commitment to protecting and responding to SEAH.

Application
This policy applies to Projects of Promise Board members, staff, volunteers, partners, contractors and supporters/interested parties visiting projects.

Definitions

***Fraternisation*:** Any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour.

***Sexual exploitation*:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.

***Sexual abuse*:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to attempted rape (which includes attempts to force someone to perform oral sex) and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of consent is considered to be sexual abuse.

***Sexual harassment*:** A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of

any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

***Protection*:** Measures taken to protect vulnerable people from sexual exploitation and abuse by their own staff and associated personnel.

***Safeguarding*:** Organisational responsibility to keep children and vulnerable adults safe from harm and to mitigate risks of exposure to harm or abuse.

***Transactional sex*:** The exchange of money, employment, goods or services for sex, including sexual favours.

Principles

Zero Tolerance: Projects of Promise is committed to zero tolerance of inaction with respect to alleged incidents of SEAH and to the common law principle of procedural fairness (natural justice).

Policy Accessibility: Projects of Promise PSEAH policy will be widely accessible both online on the Projects of Promise website and in project locations. The policy will be specifically provided to Board members, staff, volunteers, partners, contractors and supporters/interested parties visiting projects. When necessary policies will be translated and made accessible to staff who may not speak English as a first language.

Prevention Focus: In seeking to focus on prevention of SEAH, Projects of Promise will provide training in PSEAH to Board, staff, volunteers, contractors and partners as relevant to their roles and circumstances.

Responsiveness: Projects of Promise will:

- Seek to be transparent in responding to complaints of SEAH while balancing both procedural fairness and privacy considerations
- Provide support to victims during and following the reporting of an instance of SEAH through attention to their needs and rights.
- Ensure that processes for reporting instances of SEAH are clear, simple and accessible and that a nominated person/s shall be the key contact point for the reporting point of such instances. Reports of instances in Australia shall be to the Chairperson, Projects of Promise and reports of instances overseas shall be to the Executive Officer, Projects of Promise. *(Contact details for Chair & Executive Officer appear at the bottom of this policy document.)*
- Projects of Promise will monitor sector developments in incident response and safeguarding practices and will update this policy to reflect new learning.
- Where the Projects of Promise finds it necessary, an appropriately qualified independent investigator will be appointed to investigate a complaint.
- Projects of Promise will engage with partners with a view to eliminating attitudes which permit or excuse sexual misconduct both internally and in programmatic activities.
- While investigating a complaint Projects of Promise may stand down a staff member, volunteer or contractor who is subject of the complaint
- Sexual exploitation and abuse by any staff member, volunteer or contractor is a grounds for dismissal on the basis of misconduct.

Prohibited Behaviours: Sexual activity with children (persons under the age of 18) is prohibited regardless of local definitions or local customary understandings of the age of majority or age of consent. Mistaken belief regarding the age of a child is not a defence.

- All forms of transactional sex for all personnel, while on and off duty.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.

Partnership Agreements & Professional Behaviours:

- Projects of Promise agreements with partners will contain a specific statement about child protection child protection, SEAH and the reporting of concerns
- All new appointments must sign the Projects of Promise Professional Behaviours Code of Conduct (Attachment A) before signing their contract or taking up a position with Projects of Promise
- Employment contracts prohibit fraternisation while on field deployment and engaged in the delivery of Projects of Promise business
- Projects of Promise will ensure background checking to minimise opportunities for perpetrators to gain access to programs
- New Projects of Promise staff are required to provide a National Police Clearance
- Where the work of an employee/volunteer involves engagement with children a Working with Children clearance (or equivalent) is required
- Where the work of an employee/volunteer involves working with vulnerable persons a vulnerable persons clearance/check is required

PSEAH Training: Projects of Promise will:

- Provide PSEAH training for both Board and staff members at least once every two years
- Require PSEAH training prior to deployment, where an employee/volunteer is to be deployed in the field
- Engage with partners to ensure contextualised training is provided in their location

Risk Assessments: Utilising the DFAT PSEAH Minimum Standards framework, Projects of Promise will undertake risk assessments in each partnership area.

Reporting of Concerns: The Projects of Promise Board has established the following focal points for the reporting of concerns:

Overseas and in Australia: Reports should be made to the Projects of Promise Chairperson in writing via email or post, **marked 'confidential'**

Carlyle Ginger

Projects of Promise, 99 Tallawang Av Malua Bay Australia 2536

carl.ginger@projectsofpromise.org

- Where reports are related to events overseas a risk assessment will be facilitated with the partner group with the option of contacting DFAT Post to ask for advice on who to access to investigate, this could be the police (if safe) or in-country consultants.

- Where a report is related to event in Australia, and if considered appropriate and/or necessary, the Projects of Promise Board may engage the services of a person with expertise in PSEAH or HR to assist with the investigation.

Victim Support & Response to Allegations: The safety and wellbeing of victims is paramount, and their information will be treated both confidentially and sensitively.

- Disclosure of personal information will be limited to that required for reporting the concern. *(It is important to note that in order to afford procedural fairness/natural justice a level of disclosure may be required to enable an investigation to be conducted or to report the matter to legal authorities.)*

- A person reporting a concern should not notify the person to whom the claim or allegation relates or seek to independently investigate or substantiate the claim prior to making any notification.

- The Executive Officer and Chair will together review the allegations and determine a course of action consistent with a fair and proper process.

- Where a victim makes clear that they wish to restrict the distribution of information concerning the report, those wishes are to be respected subject to the limitations above *(eg procedural fairness)* and the requirement of local and Australian law *(eg mandatory reporting)*.

- All alleged SEAH incidents that involve a criminal offence, should be reported to police, subject to it being safe to do so.

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

Policy Version
1.0

ATTACHMENT A: Staff / Volunteer / Appointee Declaration

CHILD PROTECTION & PSEAH –

PROFESSIONAL BEHAVIOURS CODE OF CONDUCT

Name: _____

I hereby acknowledge that:

Projects of Promise's position on Professional Behaviours (Code of Conduct) related to working with children and vulnerable adults seeks to reflect those of DFAT in requiring that those working or having contact with children or vulnerable adults either directly on behalf of Projects of Promise are expected to adhere to the following behaviours while they are performing those duties:

- treat all children with respect
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18[1] in any form of sexual intercourse[2] or sexual activity,[3] including paying for sexual services
- wherever possible, ensure that another adult is present when working near children
- not supply children with alcohol or drugs
- not supply children with gifts
- not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures

- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

I acknowledge that:

- I have a responsibility, as a person working or having contact with children or vulnerable adults either directly or on behalf of Projects of Promise, that I am to exercise judgement in avoiding actions or behaviours that could be construed as child exploitation, sexual exploitation, harassment or abuse.
- I must immediately report any suspected case of child abuse, sexual exploitation or harassment to the Projects of Promise Executive Officer or Chairperson.
- Failure to meet the requirements outlined in this Professional Behaviours Code of Conduct may result in dismissal in the case of being an employee or removal my role in the case of volunteers or appointees.

Name _____

Signed _____

Dated _____

[1] Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded promptly on personnel files.
[2] As defined under the *Criminal Code Act 1995.*
[3] As defined under the *Criminal Code Act 1995.*

5.1 Complaints Policy

Projects of Promise is committed to being accountable for its actions and takes complaints seriously. If any person notices wrongdoing in the work of Projects of Promise in Australia or in its programs, they can report this confidentially and safely to Projects of Promise. This ensures that stakeholders are able to hold Projects of Promise to account for its actions or decisions through a complaints process where these can be queried and a response obtained.

Scope of policy
This policy is intended to apply to any complaint, regardless of who makes it. This could be a member of the general public, a beneficiary, a representative of Projects of Promise, or anyone else who is in contact with our work and the work of our in-country partners.

Projects of Promise regards a complaint as any expression of dissatisfaction about our organisation, our staff, our volunteers, our board, our in-country development partners, or anyone else acting on our behalf.

Publicising this policy
Projects of Promise has identified its Executive Officer and its Board Chairman on its website as points of contact for complaints. This includes the words 'We welcome feedback or complaints on our operations and conduct. Should you wish to provide feedback or complaints, please contact us by email, mail, or phone on the contact details below (which list the details of the Board Chairman and the Executive Officer). We will respond to your feedback or complaint.'

Complaint contact details for Projects of Promise are detailed on the Projects of Promise website and appear at the end of this policy document.

Volunteers, staff, and members of the Board are made aware of this complaints policy through their induction so that they understand the importance and scope of the policy.

Projects of Promise' in-country partners also have contact details listed on their websites. If they do not have a website, points of contact for complaints are available within their community. Projects of Promise' in-country partners are made aware of this policy when they begin their partnership with Projects of Promise. The importance of the policy is also reinforced throughout the partnership during visits by Projects of Promise representatives, and partners have regular meetings with project beneficiaries and stakeholders to encourage feedback and reporting of complaints.

Handling of complaints
When Projects of Promise receives a complaint, it registers this on the confidential Complaints Register. This Register includes date of receipt, summary, type of complaint, who received the complaint, process to deal with complaint, and complainant. The matter is first discussed on a personal basis with the complainant and the Executive Officer or Chairman of the Board to determine the magnitude of the complaint. If the complaint involves the Executive Officer or

Chairman of the Board, then the matter is raised with a senior Board official (eg Secretary or Treasurer).

If the issue cannot be resolved through discussion, the complaint is presented in written form and is then addressed at a meeting of the Board where a decision can be made. The person making the complaint is then advised by the Executive Officer and/or the Chairman of the Board, both verbally and in writing.
Projects of Promise reserves the right to intervene without notice should a situation arise which requires immediate investigation. In the event of a complaint requiring investigation, whether that complaint be in relation to a child protection, financial, or other matter, the Projects of Promise Board will appoint a suitably qualified person to undertake the investigation on its behalf. A report of the investigation is to be provided to the Projects of Promise Board, which will be responsible for determining any action to be taken and for providing a report to the Board. Where an investigation reveals criminal wrongdoing, the matter is reported to the relevant authority.

Timeframes
For complaints that are not resolved within 5 days, Projects of Promise will acknowledge the complaint either by telephone or in writing. If the complaint has not been resolved within 30 days, Projects of Promise contacts the complainant to update them on the progress of the complaint.

Confidentiality
Full confidentiality is assured in the complaints process, enabling staff, members of the Board, office holders or members of the public to report misconduct under conditions of confidentiality. Projects of Promise will not reveal the complainant's name or personal details to anyone outside the organisation without the complainant's permission.

Complaint Contact
To make a complaint to Projects of Promise contact:

Postal:	Projects of Promise 99 Tallawang Av Malua Bay New South Wales Australia 2536
Phone:	0421 611 993
Email:	carl.ginger@projectsofpromise.org
Board Chairperson:	Carl Ginger

Policy Review
November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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6.1 Acceptance & Refusal of Funds Policy

Projects of Promise encourages gifts that support the objectives of the organisation.

Policy Principle
As part of its commitment to ethical practice, Projects of Promise will carefully consider whether or not to accept any donations or funding that could potentially:

- Raise an ethical or legal concern about the source of the funds
- Create an obligation for Projects of Promise that is contrary to its objects or mandate or compromises its independence or responsibilities as an advocate
- Result in an unacceptable conflict of interest for Projects of Promise staff or Board of Directors.
- Risk the reputation of Projects of Promise
- Risk the reputation of Projects of Promise's partners
- Evoke a negative reaction from existing or potential donors

The Board of Directors is responsible for the final determination as to whether funding or a donation that falls within any of the following categories should be accepted or refused.

Consideration of acceptance or refusal of any funding or donation giving rise to concern will be considered by the Board on a case-by-case basis having regard to all of the circumstances.

Identification and Determination Processes
<u>In Australia</u>:

- Donations in Australia will, on their receipt or offering, be reviewed by the Executive Officer or their delegate
- Where a concern is raised about a donation on the basis that it may fall within one of the above-stated categories or there are other circumstances of concern, the Executive Officer or their delegate will bring the matter to the attention of the Board for consideration.

<u>In-Country:</u>

- Donations in-country will be assessed by Projects of Promise local partner group governing body as those donations are income to the partner group.
- Where concerns exist that receipt of a donation by the partner group may have a detrimental impact on the reputation or work of Projects of Promise (refer above) the matter will be raised with the partner group governing body and with Projects of Promise Board.

- In the event that there is disagreement between the partner group governing body and the Projects of Promise Board over the decision to accept a donation, the matter will be sought to be resolved via Projects of Promise conflict resolution process. *(Refer Conflict Resolution Policy)*

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6.2 Anti Money Laundering Policy

Projects of Promise maintains transparent and clear processes to ensure that none of its funds are used unlawfully. These processes include:

- Undertaking a thorough due diligence on all potential partners to ensure that they are registered, legal entities in their countries
- Tracking funds' receipt and expenditure
- Ensuring that partnership agreements are in place for every project. These bind partners to expending funds in accordance with project documentation
- Undertaking formal monitoring processes to verify that funds are being expended in accordance with project documentation

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6.3 Counter-Terrorism Policy

Projects of Promise supports and adopts the Guidelines for Strengthening Counter-Terrorism Measures in the Australian Aid Program as published by the Minister for Foreign Affairs on 1 November 2004. In accordance, Projects of Promise abides by:

1. Part 5.3 of the Criminal Code Act 1995 ('the Criminal Code'); and
2. Part 4 of the Charter of United Nations Act 1945 ('the UN Charter Act')

Projects of Promise will regularly monitor the DFAT Consolidated List of all persons and entities subject to targeted financial sanctions or travel bans found at http://dfat.gov.au/international-relations/security/sanctions/pages/consolidated-list.aspx#list and terrorist organisations listed under the Criminal Code on the National Security Australia found at https://www.nationalsecurity.gov.au/Listedterroristorganisations/Pages/default.aspx

Projects of Promise incorporates the checking of the lists in its Governance Checklist at Board meetings to ensure that its partners are not on either of the lists. Any partnership arrangement will be terminated immediately if the partner is found on either of these lists.

Projects of Promise will provide its partners with a link to these lists so they can do their do their own screening. Any partnering arrangement will be terminated immediately if any partner is:

1. listed as a terrorist organisation or
2. supports a terrorist organisation or
3. is connected to a terrorist organisation

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6.4 Expenses Claimable by Projects of Promise Policy

Projects of Promise is committed to being a good steward of funds provided for the delivery of aid and development programs by donors and other supporters. It seeks to limit 'overhead' and 'administrative' expenses incurred in connection with its operations.

As a general guideline, and over the course of a year, the proportion of donated funds applied to administration and fundraising expenses will not exceed 20% except where donations are specifically nominated as being to assist with administration costs in which case the funds will be wholly applied to that purpose.

For the purpose of this policy, administrative and fundraising expenditures are those made in Australia for the following purposes:

- Office expenses
- Staff wages and on-costs (not related to project delivery)
- Travel and vehicle expenses (not related to project delivery)
- Accounting & Audit
- Accreditation (eg ACFID)
- Fundraising / Marketing

In summary, the Executive Officer and Board are required to be able to demonstrate that expenses are "reasonable" in the context of donor income, project type and scope, and public expectation.

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6.5 Financial Systems Manual & Policies

The following policies and operating procedures outline the accounting system, finance functions and authorisations for Projects of Promise. These financial systems are to ensure that Projects of Promise has the necessary and sufficient financial controls in place to manage and be accountable for its finances.

It is the responsibility of the Board of Projects of Promise to ensure that the financial systems it adopts are effective and relevant to its operations.

The Board will review these guidelines, at least biennially, to ensure that they meet Australian Tax Office, DFAT Overseas Aid Gift Deduction Scheme, State and Territory Fundraising and Australian Council for International Development Code of Conduct requirements.

1. GENERAL

1.1 Projects of Promise funds are to be used solely for the achievement of the organisation's objects. Surplus funds cannot be distributed to the Projects of Promise members.

1.2 The accounting system must adhere to general accepted accounting principles and practice to ensure that an audit can be conducted by a member of the Australian Society of Certified Practicing Accountants or the Institute of Chartered Accountants or any other person or class of suitably qualified person who is approved by the Consumer Affairs Victoria as an auditor of the accounts of the incorporated association for the purposes of section 30B.

1.3 Financial statements are prepared using the accrual basis of accounting.

1.4 The use of ratios in publications shall at all times be accompanied by a note explaining how these have been determined.

2. ADMINISTRATIVE

2.1 The Agency may employ suitably qualified personnel to maintain the accounting system and its files and documents.

2.2 The accounting records shall be updated on a weekly basis and subject to the scrutiny of the Executive Officer, Treasurer and Board.

3. DONATIONS

3.1 Donations shall be used as promised or implied in fundraising appeals or in accordance with the donor's wish. If this is not possible, the donations will be used for a similar project.

3.2 Donated capital assets are to be recorded at fair market value according to the appropriate accounting standards and the ATO guidelines for valuations. Details of the nature and amount of the donated capital assets should be disclosed by way of a 'note to the accounts'.

3.3 Recording the value of donated materials and services should be recorded when the value can be reasonably estimated. The value shall not exceed the value at which the Agency could have purchased those materials and services. Details of the donation should be recorded by way of 'notes to the accounts'.

3.4 The notes to financial statements at year-end should include the policy in accounting for donated materials and services (if any) as well as the nature and amount of those services.

3.5 Donated funds received from agencies or persons in Australia who wish to sponsor overseas aid projects undertaken by the Agency shall be entered into the financial records in such a way as to clearly identify to which projects they relate.

3.6 Restricted donations recorded in the financial statements should be disclosed, including an indication of the nature of the restriction.

3.7 In circumstances where donations have been received from an unidentified donor and the project for which the funds have been provided has not been identified, the donation is allocated to approved Projects of Promise projects at the discretion of the Executive Officer. Where the donation amount exceeds $10,000, the funds will be allocated to an approved project with the express approval of the Board.

4. BANKING

4.1 Bank deposits are to be made as soon as possible by the staff member(s) responsible for opening the mail depending on the amounts in question. Cash amounts greater than $1,000 should be deposited the next business day.

4.2 Bank reconciliations must be undertaken at least on a monthly basis and reviewed by the Executive Officer.

5. CASH MANAGEMENT

5.1 Cash handling procedures should include individual personnel responsibilities for cash.

5.2 The Agency may use petty cash for minor purchases with a limit of $100 per transaction.

5.3 Handover procedures for cash between Projects of Promise personnel should be appropriate to deter fraud: for example the person receiving the cash signs a receipt or a document recording the source of the funds is provided.

6. LEDGER ACCOUNTS

6.1 Adequate journal entry controls should exist including pro forma journal entry input sheets, sequential allotment of journal entry numbers, journal approvals, provision of adequate journal narrations and back-up documentation.

6.2 Each project should have a discrete ledger account through which all project expenditure should be recorded.

6.3 The project accounts should be recorded as a liability within the general ledger.

7. ACCOUNTS PAYABLE

7.1 Disbursements made, electronically or by cheque, should not be incurred unless the expenditure falls within the budget limits set by the Board by resolution and there are sufficient funds on hand to cover the disbursements. The Executive Officer shall alert the Board as soon as practical where the budget revenue is significantly below budget.

7.2 Non-budgeted expenditures require Board approval before being incurred unless the amounts are minor, or incidental or met by donation for a designated purpose.

7.3 Accounts payable should be paid early enough to take advantage of any discounts or before late penalty charges apply.

7.4 Payments may be made by cheque, credit card or electronic banking.

7.5 Before a payment is made the bill, invoice or payment voucher should be reviewed to ensure:

- Goods were received or services rendered
- The expense was approved by the appropriate person
- The proper general ledger account identified
- A valid tax invoice was received

7.6 Account payments through Projects of Promise bank accounts are to be authorised/signed by Board authorised signatories. A relevant invoice or document substantiating the purpose for the payment must accompany the disbursement for the signing officers' review.

7.7 Deposits and disbursements are to be recorded on a regular basis and at least monthly.

8. PROJECT PAYMENTS

8.1 Documented arrangements between Projects of Promise and its partners should exist and outline the roles and responsibilities of each organisation.

8.2 All remittances by Projects of Promise need to be authorised by the Executive Officer before being actioned. The Executive Officer is responsible for ensuring no substantial project matters are outstanding prior to approving the remittance request.

8.3 The recipient of project remittances should always be the person or entity named in the Project Proposal or otherwise approved by the Executive Officer or Board.

8.4 The Executive Officer must verify that previous remittances have been received and the remittance used in the acquittal is consistent with the current approved budget.

8.5 Remittances: Before a payment is made to the in-country partner, the Executive Officer (or their delegate) will ensure:

A. The in-country partner has a current partnership agreement with Projects of Promise

B. The in-country partner has submitted necessary reports and actioned any other outstanding project matters

C. All previous transfers to the project have been confirmed as received.

D. Project funds have cleared the Projects of Promise bank account.

E. The in-country partner has requested funds that are in accordance with the approved project proposal budget.

F. The project funds are going to a legal entity overseas. The only time that funds may be remitted to an individual are when:

a. There is no registered or incorporated body to receive the project funds; or

b. Banking system irregularities have resulted in failed transfers or unilateral account closures

c. The ICDO can provide assurance that the recipient is an authorised person and funds can be acquitted by the organisation

d. In such rare circumstances, approval may be given for payments to be transferred by Western Union (or other transferring body) and an acquittal declaration of project expenses is to be completed and submitted to Projects of Promise

8.6 Remittance payments are to be authorised by two authorised signatories on the Projects of Promise banking account. Where payments exceed $10,000 one of the authorised signatories must be a Board member.

8.7 When transferring funds overseas, Projects of Promise will advise the ICDO of the date of transfer, amount and currency of funds transferred, and the transfer reference details

8.8 The ICDO must confirm that they have received the funds prior to any further remittances being forwarded

8.9 Where an ICDO is not audited annually by an in-country auditor, Projects of Promise will take steps to check that there are sufficient internal controls operating in the ICDO's accounting and activity management systems to provide assurances that funds are properly accounted for, controlled and spent for the agreed purposes. Verification of ICDO's systems should occur from time to time (eg during or as part of project monitoring visits).

8.10 **OVERSEAS TRANSFER PAYMENTS PROCEDURE**

Projects of Promise makes regular support payments to its overseas development partners in accord with agreed development plans and funds available.

Payments fall into two main areas:

- Regular project payments provided for in approved budget.
- One off payments for special projects where donor funds are received for that purpose or Projects of Promise has funds, generated as a result of a fundraising event or other by way of general donation, available to apply to the special project.

The following payment process applies.

Process	**Responsible**	**Documentation**
Approval of payment as being in accord with budgeted amounts and/or funds received for a special project.	Executive Officer	
Initiation of payment through Projects of Promise account online (or other international	Executive Officer	Bank / International Transfer documentation.

funds transfer system. eg Western Union)		(See attached)
Email request to Treasurer and/or Finance Officer with details of transfer and transfer document seeking authorisation of payment.	Executive Officer and/or Treasurer and one other authorised bank signatory	Emailed Bank / International Transfer documentation plus request.
Second bank signatory authorises payment.	Treasurer and/or other authorised bank signatory.	Emailed request as above.
Emailed advice to partner group outlining the details and purpose of the payment and request advice of receipt of payment.	Executive Officer or Finance Officer	Email advice to partner.
Advice of receipt of payment provided.	Authorised partner group representative.	Emailed advice of receipt received.

8.11 In-Australia Costs

A. Projects of Promise will not use more than 20% of proposed project related donations to cover in-Australia costs. *(Reference: Consumer & Business Affairs Victoria "The Fundraising Appeals Act 1988 and Administrative Expenses Guide" - determining whether administrative costs are excessive.)*

B. If Projects of Promise personnel have incurred project related expenses in accordance to the approved project proposal and supporting documentation. All supporting documentation must reconcile to the sum of the reimbursement amount sought. All project related expenses must have supporting documentation which include:

    a. Tax Invoice(s) from the supplier to the entity/individual seeking reimbursement or payment, which includes the description of items or services sought/obtained.

    b. Receipt(s) for expenses incurred in the name of the individual seeking reimbursement. If their name does not appear on the receipt, evidence that the individual/entity incurred the expense must be provided (e.g., credit card statement highlighting the applicable amount)

8.12 Any interest earned on project funds should be applied to the relevant projects.

9. REPORTING TO THE BOARD

9.1 Financial statements are to be presented to the Board at least quarterly for their consideration and review.

9.2 Board members may review the financial records at any time.

10. PROCUREMENT OF GOODS AND SERVICES

10.1 All transactions with members of the governing body must be audited and included in the full financial reports.

10.2 Quotations are to be obtained for purchases greater than $5,000, where at least two suppliers are available for that service or product. Purchases greater than $10,000 should, at the discretion of the Board, be put to Public Tender. In every case, the purchaser on behalf of Projects of Promise should exercise diligence in seeking a good value purchase outcome.

10.3 Asset purchases exceeding $1,000 per unit should be recorded in the accounting system as capital expenditures i.e. Plant & Equipment, Office Equipment assets. Such items will generally have a life expectancy exceeding 12 months.

10.4 Assets should be properly identified in the asset register providing an asset description, serial numbers, cost, date of purchase and location.

10.5 Prior approval must be obtained from the Board for the disposal of assets valued at greater than $5,000.

10.6 Projects of Promise assets should not be used for private purposes.

11. LOANS

11.1 Loans are not to be extended to staff or members of the governing body of Projects of Promise.

12. AUDIT

12.1 The Board of Management will affirm annually the continuing auditor who must be at least a member of the Australian Society of Certified Practicing Accountants, the Institute of Chartered Accountants or a registered company auditor or any other person or class of suitably qualified person who is approved by ASIC.

12.2 The Auditors statement must accompany the financial report in the Annual Report.

12.3 The appointment and resignation of the auditor is governed by the relevant provisions of the Corporations Act.

13. CONFLICT OF INTEREST

13.1 All transactions with members of the Board shall be publicly disclosed and noted at each meeting of the Board.

13.2 Members of the Board are required to disclose any conflict of interest or perceived conflict in accord with their responsibilities as company directors.

13.3 Purchase of personal items for employees or directors will not be made.

14. PAYROLL

14.1 Salaried employees are to be paid fortnightly or at appropriately agreed intervals.

14.2 The Executive Officer is responsible for ensuring that payroll records are maintained in accord with legal requirements and good practice.

14.3 Biennial reviews should be made by the Treasurer to ensure that the provisions of the Income Tax Act are being met with respect to Fringe Benefit Tax, PAYG Withholding and Superannuation.

15. BUDGETS

15.1 The adequacy, description and number of line items in budgets should be sufficient to ensure proper disclosure of expenditure for activities undertaken and for monitoring purposes e.g. for identification of expenditure and trends, over-expenditure, and unauthorised activities.

15.3 The Executive Officer will prepare an annual budget for consideration of approval by the Board. The Board shall approve the budget annually, as close to the beginning of the year as possible.

15.4 The budget is to be presented at Board meetings by the EO alongside the quarterly financial statements so that the Board can monitor the financial position of the Agency and make necessary adjustments.

15.6 A suitable budgeting system should be used to efficiently and accurately monitor the operating financial performance of the agency against the budget.

15.7 The basis and source of assumptions used in project proposal budgets should be realistic (not inflated) for the proposed activities.

15.8 Line item descriptions for project budgets both in Australia and in country should be consistent so that the expenditure line items provide for transparency and audit trails when consolidated.

16. RE-IMBURSEMENT OF EXPENSES

16.1 A reimbursement is a payment to compensate for a work related expense already incurred. Reimbursements are subject to Fringe Benefits Tax unless the amount is substantiated and meets the relevant 'deductible' provisions of the FBT legislation.

16.2 All claims for reimbursement must be substantiated by tax invoices, receipts or other verifying documentation in the name of the claimant to substantiate that it is a work related expense and accompanied by a declaration that the expense is directly work related and has not been covered by a travel allowance or claimed as a corporate card expense.

16.3 It is the Agency's policy that, where possible, payments for goods and services are to be made to suppliers directly with reimbursements to staff being made for minor or incidental expenses.

16.4 Board member & staff work related expenses, where incurred and are to be claimed, may include stationery, printing, communication, private vehicle use for work purposes and travel costs. Examples are outlined below:

Stationery	Stationery expenses will include – - Paper, labels, envelopes, stamps – for issuing donor tax deductible receipts - Paper for correspondence with organisations/individuals without email access
Toner	Printing of documentation should be kept to the minimum

Telephone/ Internet	Where staff work from home under approval from the Executive Officer, the staff member may claim an agreed percentage of the telephone/internet expenses based on the work usage.
Car Travel	The cost to cover car expenses to attend board meetings or other work related meetings is made using the ATO approved method. The car's engine size must be submitted for Agency's records.
Meals	Maximum allowable amounts for work meals when travelling overnight to attend Board and other work related meetings are as follows. Regardless of the method of payment, an itemised receipt detailing all food and beverage purchased or other substantiating documents must be obtained and submitted with the reimbursement request. The cost of alcohol consumed is to be included in the above meals allowable amounts. Breakfast: $25.00 per person Lunch: $25.00 per person Dinner: $50.00 per person
Transport	The use of taxi, train or other methods may be necessary for attendance at work related meetings. Receipts and tax invoices are required for all expenses incurred for reimbursement. Air travel should be purchased at the lowest available commercial discount airfare, or standard airfare. Airfares higher than these are only allowable when - resulting in indirect routing; requiring significant travel during unreasonable hours; greatly increasing flight time; or travel that causes a significant health risk.

16.5 Prior to approving reimbursement, the Executive Officer or relevant authorised officer:

A. Must be satisfied that any claim for reimbursement has been for official purposes

B. Must sight supporting documentation that identifies:

a. The date and amount of expenditure

b. Name of company/service provider

c. Description of the expense incurred.

16.7 Employees cannot authorise payment or reimbursement to themselves. If the Executive Officer or Authorised officer needs to be reimbursed, it should be approved by the Chairperson or Treasurer. When the authorising party is satisfied that the expenses were for official purposes and the required documentation has been received, the employee should be reimbursed as soon as possible. The receipt and documentation are to be retained for the organisation's financial records.

17. ANNUAL FINANCIAL REPORT

17.1 Projects of Promise will produce an Annual Financial Report. The report will meet the requirements outlined by the Australian Council for International Development (ACFID) for an organisation of its size and scope. The report will include:

- Report of the Board of Management
- Income Statement (profit and loss statement, statement of financial performance)
- Balance Sheet (statement of financial position)
- Notes to the statements
- Statement by the Board of Management
- Auditor's Report

17.2 A summary Financial Report will be included in the Annual Report in the format approved by ACFID.

17.3 The Annual Report will make reference to the fact that the full financial report is available on request and a full set of audited financial reports will be submitted to the ACNC as required.

17.4 Any other organisational publications that detail, summarise, or comment on financial performance will indicate that the full financial report is available on request.

18. RECEIPTS

World Relief Australia issues tax-deductible receipts for donations related to Projects of Promise programs.

Donations may be made in the following ways:

- By cash, cheque, money order or other financial instrument
- By credit or debit card through the secure online giving portal
- By EFT deposit

Funds raised through the sale of goods or events are not tax-deductible. Receipts are still required to be issued but these do not carry tax deductible status.

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6.6 Financial Wrongdoing Policy

Introduction
Projects of Promise is committed to the responsible stewardship of funds and resources in order that the objects of the organisation can be effectively fulfilled. This policy seeks to provide a broad framework for the prevention, detection and investigation of financial wrongdoing.

Projects of Promise is committed to taking all reasonable steps to prevent financial wrongdoing and will act promptly when actual or suspected financial wrongdoing is identified.

Application
This policy applies to any actual or suspected financial wrongdoing. The policy has application to Board Members, staff, volunteers, contractors, overseas partners and others with whom Projects of Promise has a business relationship.

Financial Wrongdoing
Projects of Promise recognises that the environments in which it operates, both in Australia and overseas, carry risks unique to each environment.

The term 'Financial Wrongdoing' encompasses a range of dishonest behaviours which include, but are not limited to: theft, fraud, corruption, bribery, money-laundering, terrorism financing and violation of sanctions imposed by the Australian Government. More broadly, elements of financial wrongdoing can also include actions to gain non-monetary benefits such as power, status, control or information.

Definitions
Some specific terms used in this policy are defined as follows:

- *Bribery* – the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of gifts, loans, fees, rewards or other advantages
- *Corruption* – the abuse of entrusted power for private gain
- *Counter-terrorism* – the practice, techniques and strategy used to combat or prevent terrorism
- *Fraud* – Dishonestly obtaining a benefit, or causing a loss, by deception or other means
- *Money Laundering* – the process of concealing the origin, ownership or destination of illegally or dishonestly obtained money and hiding it within legitimate economic activities to make them appear legal
- *Terrorism Financing* – intentionally providing or collecting funds and being reckless as to whether those funds would be used to facilitate or engage in a terrorist act

- *Whistleblower* – A member of staff, volunteer, contractor or partner who reports suspected wrongdoing, including suspicion of fraud, misuse of resources, neglect of duties or a risk to health and safety.

Key Policy Principles
Projects of Promise is committed to protecting funds and other property entrusted to it by donors from attempts by members of staff, volunteers, the public, contractors, sub-contractors, partners, partner staff, or Board members, to gain financial or other benefit by deceit.

Projects of Promise has a 'zero tolerance' attitude towards financial wrongdoing. Financial wrongdoing will constitute misconduct and may be grounds for dismissal or termination of contracts or agreements.

Projects of Promise will seek to recover losses resulting from financial wrongdoing and in the case of breaches of the law will refer breaches to law enforcement authorities.

Prevention Framework
Recognising the importance of good vetting practices in preventing financial and other forms of wrongdoing, Projects of Promise will:

Recruitment: Prior to the appointment of Board Members, employment of staff and engagement of volunteers, Projects of Promise will undertake a vetting process that is in line with good practice in the relevant context. In Australia, this will include requiring a National Police Clearance check and where the role involves working with children, a Working With Children clearance. Projects of Promise in-country partners will take all reasonable steps, relevant to their context, to vet persons to be employed or appointed to roles within their organisation.

Partnership: Prior to forming in-country development partnerships, Projects of Promise will undertake a thorough due diligence process which will involve visits to the project / prospective partner, meeting with its leaders, Board members and key staff; visiting existing projects of prospective development partner; reviewing the administrative, financial and management systems; and considering the development philosophy underpinning their work to ensure compatibility and good development practice.

Practice: Adopting a risk management approach to the prevention, detection and investigation of suspected fraudulent and corrupt activity that is incorporated into administrative, financial and operational processes and practices, including internal controls.

Risk Management: Maintaining good business practices and vigilance in relation to the handling of funds, the purchase of goods, the authorisation of expenditures, the setting and monitoring of budgets and, through the risk management review and reporting process *(refer Risk Management Policy)*, actively considering how wrongdoing could be perpetrated in the Projects of Promise operating environment.

Reporting: Projects of Promise requires that all Board and representatives *(eg staff, volunteers, contractors, partners)* report any case of suspected or detected wrongdoing as soon as detected. Incidents of wrongdoing should, in the first instance, be reported as soon as possible *(and in the case of fraud, theft or a criminal offence within 48 hours)* to the Executive Officer and/or Board Chairperson. The Executive Officer, following consultation with the Board, has responsibility for reporting to relevant external authorities as considered appropriate or contractually required *(eg Law Enforcement, Regulatory Authorities, DFAT).*

Transparency: Projects of Promise is committed to creating an organisational culture that prevents wrongdoing. The Board and Executive Officer are expected to lead by example and stringent recruitment processes, monitoring and evaluation to ensure funds are spent as expected, in-house training and appropriate reporting mechanisms.

Controls: Projects of Promise will ensure that effective controls are in place to mitigate the identified risks and regular checks that these are implemented effectively. The Executive Officer is principally responsible for ensuring controls are in place at the operational level and that checking processes occur during program visits. At Board level, the Treasurer has visibility over organisational expenditures and provides regular reports to the Board on the financial position of the organisation.

Agreements and Monitoring: Projects of Promise utilises a range of mechanisms that seek to prevent financial wrongdoing or misunderstanding in relation to the use of resources, and provide assurance that funds are being used as intended. Mechanisms include:

- Formal partnership agreements with in-country partners which establish the scope of projects, the use of funds, policy requirements related to key risk areas, causes of termination and duration of agreement
- A reporting framework which includes regular project reports, annual Governance reports, provision of financial acquittals and audited financial reports
- Regular project monitoring visits at which both operational and financial systems and records are scrutinised.

Policy Awareness: Projects of Promise staff will have access to this policy and receive training on the risks and application of the controls. Board and staff are responsible for ensuring they are familiar with and comply with financial wrongdoing policies and procedures and their responsibility to report suspected cases of financial wrongdoing as soon as possible in line with this policy.

Donations: Projects of Promise *Acceptance and Refusal of Funds Policy* sets out the basis on which funds will be received or rejected. In brief, Projects of Promise will not accept funds where there is an ethical or legal concern about the source of the funds; or where acceptance would create an obligation that is contrary to its objects or mandate or compromises independence or responsibilities as an advocate; or where acceptance may result in an unacceptable conflict of interest for Projects of Promise staff or Board of Directors.

Responsibilities
The Board is responsible for:

- Creating a governance framework, and approving policies, aimed at preventing financial wrongdoing
- Establishing governance mechanisms and practices for assessing organisational risk and receiving reports on potential risks related to financial wrongdoing and other risks related to organisational activity *(eg Risk Assessment Matrix reviews, Board Governance and Risk Reports)*
- Modelling ethical behaviours that affirm Projects of Promise commitment to a culture of transparency, honesty and probity.

The Executive Officer is responsible, on behalf of the Board, for:

- Ensuring policies, procedures and internal controls are in place to prevent financial wrongdoing
- Ensuring an effective investigation process is put in place to examine any given incident of actual or suspected financial wrongdoing and reporting financial wrongdoing to external bodies where the result of the investigation indicates this to be appropriate or necessary. *(Where the Executive Officer is subject to the financial wrongdoing allegations, this responsibility reverts to the Chair of the Projects of Promise Board.)*
- Creating awareness of this policy and the responsibility that all staff and volunteers have for preventing and detecting financial wrongdoing
- Raising staff awareness of this policy, and those policies related to it, and their responsibilities in relation to the policy.

Staff are responsible for:

- Assessing the risks of financial wrongdoing in their area of work or responsibility
- Ensuring financial wrongdoing policies and procedures are followed and communicated with others in their area of responsibility
- Reporting any instance of financial wrongdoing or suspected wrongdoing. In the even that the matter relates to a supervisor or manager, the report should be made to the Executive Officer or the Board Chair.

Whistleblower Policy
Any person, who in good faith, reports an actual or suspected instance of financial wrongdoing will be afforded the protections outlined in the Projects of Promise *Whistleblowing Policy (refer Projects of Promise website)*.

Related Policies
The following Projects of Promise policies relate to this *Financial Wrongdoing Policy*.

2.22 Transparency Policy

2.4 Conflict of Interest Policy

3.9 Whistleblowing Policy

6.2 Anti Money Laundering Policy

6.3 Counter-Terrorism Policy

6.5 Financial Systems Manual & Policies

6.8 Risk Management Policy

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6.7 Hostage Taking Policy

Recognising that hostage-taking calls for resolute, firm and concerted efforts on the part of the international community in order, in strict conformity with international human rights standards, to bring such abhorrent practices to an end, Projects of Promise supports the stance of United Nations High Commission for Refugees which:

- Emphasises that the taking of hostages, wherever and by whomever committed, constitutes a serious obstacle to the full enjoyment of all human rights and is, under any circumstances, unjustifiable;
- Demands that all hostages be released immediately and without any preconditions;
- Calls upon States to take all necessary measures, in accordance with relevant provisions of international law and international standards of human rights, to prevent, combat and punish acts of hostage-taking, including strengthening international cooperation in this field;
- Invites relevant non-governmental organisations to bear in mind, where appropriate, the problem of hostage-taking in their deliberations; UNHCR- 58 meeting 23/4/1996

In the event of Projects of Promise staff member, volunteer or participant in a travelling team being kidnapped, the following immediate steps should be taken:

- The in-country partner located in the host country should be informed of the situation.
- The host government will be informed as having the immediate responsibility for the safety of expatriates.
- The Australian Government will be informed likewise of the situation to assist with negotiations with the host government.
- Where the Australian Government advises appropriate, attempts will be made to obtain the release of the victims by reasoning with the kidnappers, although it is recognised that it will not always be feasible to establish direct links between Projects of Promise and the kidnappers.
- It is, however, affirmed that no sums of money by way of ransom will be paid, nor can Projects of Promise enter into any political bargaining with the terrorist organisation.

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November 2025, on change of legislation, or at the discretion of the Board of Projects of Promise.

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6.8 Risk Management Policy

Introduction
The identification and management of risk is a key responsibility of the Board of Projects of Promise and it seeks to fulfill this responsibility through a range of policies, controls and reporting mechanisms addressing risks in the areas of operations, administration, finance and reputation.

Risk Identification and Reporting
Projects of Promise Board acknowledges that every development project involves risk, but this can be minimised by an effective process through the project cycle, which includes a plan for appraisal, implementation, reporting, sustainability, monitoring and evaluation.

Additionally, the Board recognises the risks inherent in administration, fundraising, financial management and to reputation. Projects of Promise will not tolerate fraud or corruption in its programs or operations. Where concerns are identified or raised, Projects of Promise is committed to responding immediately.

Projects of Promise does not directly deliver programs in the field but does so through formal partnerships with established in-country development organisations. The Board has a range of risk mitigation strategies aimed at early identification, reporting and management of risks:

- A clear due diligence process for considering the suitability of potential partner groups prior to the establishment of formal partnerships which are documented in partnership agreements
- Development and implementation of policies related to:
    - Child Protection and Safeguarding
    - Prevention of Sexual Exploitation, Abuse & Harassment
    - Staff Travel
    - Project Visits
    - Fraud
    - Money Laundering
- Regular monitoring visits to projects overseas are undertaken by appropriately experienced and qualified staff and/or Board members
- Formal financial expenditure approval, and funds handling processes, along with external audit of Annual Accounts

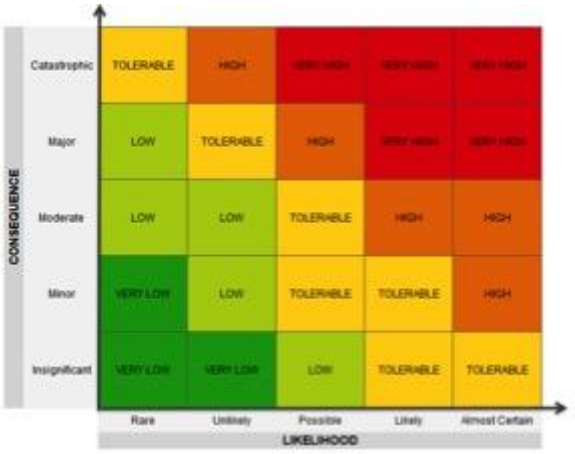
- A Board governance/risk reporting mechanism *(refer Appendix A)* which forms part of every Board Meeting agenda identifying risks and key changes in operations, operating environment, administration and finance
- Risk assessment using a formal framework as part of Projects of Promise Strategic Planning process.

Application of Policy
While the Board has overall responsibility for the management of risk, and delegates identification and monitoring of risks principally to the Executive Officer, it also recognises that all involved in the operations of Projects of Promise and its partners have a responsibility to identify and report risk. The application of this policy is therefore applicable not only to Board Members and the Executive Officer, but also to all involved in the operations and activities of Projects of Promise and its partners as follows:

- Board Members
- Executive Officer
- Staff and volunteers
- Project Partners
- Donors and supporters
- Project beneficiaries

Risk Management Framework
Projects of Promise considers risk utilising the following Risk Assessment Framework (see below) which seeks to categorise risks in terms of **impact** and **likelihood**.

The Board is to undertake a formal risk review bi-annually utilising the Risk Assessment Framework. Additionally, at each Board meeting a Governance and Risk Report *(see attachment A)* will be provided by the Executive Officer. The Governance and Risk Report provided at Board meetings is intended to identify existing or emerging risks and bring them to the attention of the Board.



Definitions
<u>Consequence Rating – Assessment Criteria</u>

- Catastrophic – impact very likely to result in Projects of Promise having to shut down or being no longer able to fulfill its mandate and objectives.

- Major – significant material impact on operations with key objectives not achieved
- Moderate – noticeable impact on operations with some objectives not achieved
- Minor – some impact but problems easily remedied
- Insignificant – impacts not material

Likelihood – Assessment Criteria

- Almost certain – likely to occur often
- Likely – likely to occur once or twice a year
- Possible – may occur once every couple of years
- Unlikely – may occur once in five years
- Rare – might occur once in ten years

Risk Register
While the following is not an exhaustive list of potential risk areas, it does highlight some key areas of risk:

- Protection and safeguarding of children and vulnerable people
- Safety of staff travelling overseas and visitors to projects – eg health, security, socio/political risks, transportation risks
- Program operations overseas – eg safety, security and wellbeing of partner staff, volunteers and program participants
- Inappropriate behaviour by Projects of Promise or partner group representatives
- Financial management risks - eg fraud, misuse of funds, poor stewardship, budget control
- Deficiencies in governance of Projects of Promise or partner groups
- Program delivery risks – eg on time delivery, availability of resources, staffing
- Environmental risks – eg individual and community health, contamination issues
- Funding risks – eg meeting fundraising targets to ensure program continuity

Following the formal consideration of risks, identification of risks and risk mitigation actions will be recorded in the Projects of Promise risk register.

Reporting and Responsibility
The Executive Officer, on behalf of the Projects of Promise Board, is responsible to identify and control risks. Control includes making decisions regarding which risks are acceptable and how to address those that are not. In considering how to address risks, the Executive Officer will seek the views of staff and volunteers familiar with the risk issue with a view to ensuring developed responses will be both appropriate and effective.

In addition to the bi-annual review process, and regular reporting to the Board on governance and risk (see above), if a risk arises unexpectedly the party becoming aware of the risk will report immediately to local partner management (where overseas) and to the Projects of Promise Executive Officer. Where the arising or identified risk is significant, the Executive Officer will provide an emailed report to the Board as soon as reasonably practicable.

Where an identified risk relates to a matter required to be reported to police or other statutory body, it will be the responsibility of the local management partner, Executive Officer or Projects of Promise Board to do so having regard to the nature and location of the risk incident.

Education / Awareness
Projects of Promise will provide a copy of this policy to Board, staff and partners and provide training related to it. Board, staff and partners will also be provided with information on risks relevant to their governance or operational responsibilities. It is the responsibility of the Executive Officer to ensure that the Risk Register is both maintained and available.

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Risk Management Policy: ATTACHMENT A
BOARD GOVERNANCE & RISK REPORT

This report encompasses known information re Projects of Promise and its partner groups	**Response: Yes/No/Details**
External investigations / enquiries into the organisation (or its partners) including any alleged breach of legislation.	
Any litigation (threatened or pending) by or against the organisation.	
Any matter for which legal/professional advice has been sought and a brief summary of that advice.	
Any critical incidents which may have occurred including: ● Any issue with high profile political and/or public relations impact; ● Death or serious injury/disability of an employee/agent of organisation or member of the public, arising from the organisation operations or occurring on organisation property; ● Any major failure in system or technology affecting operations ● Any significant failure/alleged failure of a standard of care ● Any breach of security (theft, trespass, breach of confidentiality, corruption)	
Social Instability/Unrest - eg instability or social unrest in partner country where the nature of extent of the instability is likely to impact continuity, scale or scope of development activity or impact project visits and monitoring.	
Significant issues in workplace relations; ● Workplace issues – alleged breaches re equal opportunity / sexual harassment etc ● Proposed workplace agreements, enterprise bargaining, award issues / changes ● Any representation from union or industry bodies including potential industrial action ● Staff & OHS issues, vacancies, staff turnover, workplace accidents, incidents, claims.	
Any major contractual issues: ● Contract/leases/licences nearing expiry or renewal ● Breach of current contracts with suppliers, customers, etc ● Any event or reason which may affect the organisation of contracts	
Changes to legislation or regulatory schemes affecting the organisation in terms of compliance, budget, operations, or liability of Board Members.	
Complaints in relation to operations including details of serious individual complaints, any allegation that any officer of the organisation has misused his/her office or exceeded his/her powers, or acted unfairly.	
Media comment by management, any employee or agent.	

Insurance: ● All notifications of possible claims or actual claims ● Any changes or proposed changes to insurance arrangements including any change in operations or new business operation relevant to the risk insured and insurance cover. ● Any event arising which appears not to be covered by insurance or not adequately covered	
Significant purchases or replacement of assets or major repairs/maintenance to assets.	
Disposal of assets not otherwise reported or authorized.	
Marketplace status of customers and/or competitors: ● Any significant change in leadership or structure of strategic partners ● Significant developments by others which may affect operations ● Any other matter that significantly affects our position in the market.	
Has the DFAT Consolidated list been checked to see if the partner organisations or key personnel are on the list? *(Six monthly check – 3 July & 3 January each year)*	
Any other matter	
Signed: Executive Officer	**Date:**

6.9 Tax Deductibility Policy

Tax Deductibility of Donations
Projects of Promise acknowledges and complies with the following principles from the Australian Taxation Office:

- Individual travellers or members of their families cannot specify a gift as being put to the expenses of any individual participating in a project, but rather towards the overall costs of the whole project.
- A donor who is also a project participant must not receive a direct or indirect benefit from their donation more than the tax-deductible contribution they are making.
- There must be no agreement between the 'donor participant' and the sponsoring agency in relation to how their donation is used in a particular project.
- The visit/work trip must be in the original project proposal approved by Projects of Promise and World Relief Australia and a report thereon needs to be included in the 6-month Project Report.

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