

Policy Number: **P03**

Policy Title: **Publicity**
Public Communication



Date of First Adoption: March 2012

Date of Amendment:

Date of next Review: March 2017

Portrayal of Local People

Respecting the dignity, culture and values of the communities that we work in is critical to the integrity of our work and the gospel that we hold to. In particular we must ensure that our use of images and messages portraying women and men, boys and girls respects the dignity, values, history, religion and culture of the people portrayed.

Specifically:

1. Images and messages of women and men, boys and girls will present them in a dignified, respectful manner, portraying them as equal partners in the development process.
2. Images and messages will honestly portray the diversity of local people including age, disability and other marginalised groups.
3. Images and messages will honestly convey the context and complexity of the situations in which local people live.
4. Key figures in images will be informed of what the image is being used for and if possible, their permission obtained.
5. Origins of any images used will be known and any necessary permissions, including copyright releases, be held.
6. Care will be taken to ensure that the identification of or use of images of local people will not endanger the people they portray.

Recognition of partners

Respecting the role and value of our partners is critical to the integrity of our work and the gospel that we hold to. In our communication we will give due recognition of the role of our partner.

Transparency

GMP is committed to transparency in its use of information. Documenting this commitment gives our stakeholders a degree of predictability in the information that they can expect from us, assists them in making informed decisions and builds trust, and confidence in our work.

Our presumption is that all information will be disclosed, unless there is a compelling reason for non-disclosure.

We will proactively make the following information public:

- a. Details of our mission, vision, values, goals and history.
- b. Details of our governance structure including names of Board Members and contact details of the Chair.
- c. Objectives, key activities and summary evaluations of projects.
- d. Contact details for staff.
- e. Annual financial statements and project reports.
- f. Strategic plans.
- g. Project news.

We will generally not make the following information public:

- a. Staff issues.
- b. Contractual information.
- c. Correspondence.
- d. Donor information.
- e. Any other information that would undermine the confidentiality of staff, partners, third parties or contractors.
- f. Any information whose release would adversely affect an activity.

Stakeholders may make a request for information which has been withheld.

The following information will be released on the basis of a request:

- a. A signed detailed register of Board Members interests that are or could be perceived to be in conflict with those of the organisation.
- b. A list of any subcommittees with details of their purpose and composition.
- c. Minutes, agendas and other documents tabled at Board and Board sub-committee meetings.

Requests for other information must be in writing and directed to the Executive Director, who will respond within two weeks. Where the response is to refuse the request, the response will include reasons for the refusal. If the stakeholder is not satisfied with the response, they may appeal to the Board Chair who will respond within two weeks, and whose response will be final.