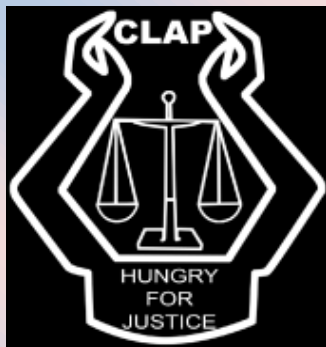


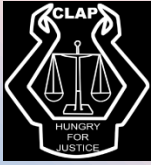
TRANSPARENCY AND ACCOUNTABILITY POLICY



COMMITTEE FOR LEGAL AID TO POOR

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TRANSPARENCY AND ACCOUNTABILITY POLICY

1. **Purpose:**

By making full and accurate information about its mission, activities, finances, and governance publicly available, the Committee for Legal Aid to Poor practices and encourages transparency and accountability to the general public. To that end, the CLAP has established a “Transparency and Accountability Policy”. This policy:

- (a) indicates which documents and materials produced by the Organization are presumptively open to staff and/or the public,
- (b) indicates which documents and materials produced by the Organization are presumptively closed to staff and/or the public,
- (c) specifies the procedures whereby the open/closed status of documents and materials can be altered.
- (d) specifies the means by which materials that are deemed open to the public will be made available for access by the public.

The details of this policy are as follow:

2. **Organizational Documents:**

The Organization shall provide its MoA, Rules and Regulations, Conflict of Interest policy, Transparency and Accountability Policy, Gender Policy, Child Protection Policy, Anti Corruption Policy, Procurement Policy, Financial Policy and Financial Documents to the general public for inspection on payment of certain charges.

3. **Means and Conditions of Disclosure:**

The Organization shall make “widely available” the aforementioned documents on its internet website www.clapindia.org to be viewed and inspected by the general public.

- (a) The documents shall be posted in a format that allows an individual using the Internet to access, view, and print them in a manner that exactly reproduces the image of the original document,

- (b) The website shall clearly inform readers that the document is available and provide instructions for viewing and printing it.
- (c) The Organization shall not charge a fee for viewing and printing the information. Documents shall not be posted in a format that would require special computer hardware or software.
- (d) The Organization shall inform anyone requesting the information where this information can be found, including the web address. This information will be provided immediately for in-person requests and within 15 days of mailed requests.

4. Staff Records:

Staff records are generally viewed as confidential material. Therefore, there will be no public disclosure of any staff records, other than name and position.

- (a) No staff records shall be made available to any person outside the Organization except authorized government agencies.
- (b) Within the Organization, staff records shall be made available only to those persons who have managerial or personnel responsibilities.
- (c) Staff records shall be made available to the Board Members when requested.

5. Donor Records:

- (a) All donor records shall be available for inspection and consultation by the donors concerned or by their legal representatives.
- (b) No donor records shall be made available to any other person outside the Organization except authorized government agencies.
- (c) Donor records shall be made available to the Board Members when requested.
- (d) Donor names may be made available with permission on the Organization website.
- (e) Within the Organization, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors.