

1. RedR Policy Framework

2. Values Statement

RedR Australia (“RedR”) is guided by its values of accountability, integrity, empathy, and collaboration. The policies that we develop are there to establish the guidelines towards business strategies and objectives. This Policy Framework is in place to provide the guidance on the key activities that are undertaken to ensure that those policies created are robust and meet all the RedR Australia values.

3. Purpose

The objectives of the Policy Framework (the ‘Framework’) is to:

- (a) Govern the development, establishment, amendment and review of policies to ensure relevance, authority and consistency with internal and external legislation; and
- (b) Define the roles, responsibilities and authorities in relation to the development, establishment, amendment and review of policies.

4. Scope

This Framework applies to all policies developed for and on behalf of RedR Australia (hereafter refer as RedR).

5. Policy Statement and Principles

Policy must:

- (a) Be created only where there is a clear and justifiable need, with long-term application to RedR
- (b) Align with RedR mission and values as well as strategic plans
- (c) Be consistent with legal requirements and community expectations
- (d) Apply and be binding across RedR (including Regional Office e.g. Amman and Suva)
- (e) Be developed, established, amended and reviewed in consultation with key stakeholders
- (f) Assign roles and responsibilities to ensure transparency
- (g) Encourage responsible process ownership
- (h) Be able to be implemented within RedR resources

6. Procedures

6.1 A policy review cycle is the responsibility of the People and Capability Manager. This cycle indicates the frequency at which all existing policies are to be reviewed, the purpose of the policy and the internal owner of the policy. At least every three years, or earlier as required, a review must be

undertaken of each policy to ensure it remains up to date and reflects regulatory changes and operational requirements.

New policy or major amendments to policy must be initiated by a policy proposal. The policy proposals must be provided to the Senior Leadership Team (SLT) and the SLT must:

- (a) Endorse the proposal prior to the final drafting of the policy
- (b) Assess the proposal against the principles of this Framework
- (c) Ensure the relevant process owner/s are notified of the endorsed proposal

6.2 A policy must:

- (a) Record the policy approver and policy reviewer
- (b) be drafted using the RedR policy template to guide the author on key sections and format. The standardised policy sections include:

- (i) Values Statement
- (ii) Purpose
- (iii) Scope
- (iv) Policy Statement and Principles
- (v) Procedures
- (vi) Roles and Responsibilities
- (vii) Flow Chart (where applicable)
- (viii) Definitions (where applicable)
- (ix) Related Policies and Documents (where applicable)
- (x) Document Control

(c) Consolidate content into fewer rather than more instruments based around a broad area of RedR operations

(d) Restrict content to policy and procedural principles that form the parameters within which day-to-day operational decisions and actions are made.

6.3 The appropriate pathway for all policies to be reviewed or implemented is:

- (a) Policy proposal approved by SLT; OR policy is due as part of the policy review cycle
- (b) Key stakeholders identified and consulted;
- (c) Legal advice regarding compliance may be required. This should be discussed with the CEO in order to determine where the advice is required.
- (d) SLT to review all new or amended policies and provide feedback in areas of expertise
- (e) Two nominated board members are to conduct review of new or amended policy and provide feedback to the policy owner and the People and Capability Manager.
- (f) Final changes to be made and confirmed with the nominated board members
- (g) Policy to be submitted for ratification at quarterly board meeting

6.5 New policy, major amendments to policy and rescissions of policy must be promulgated to areas of RedR affected by the policy.

7. Roles and Responsibilities

People and Capability Manager

- Keeps the policy review cycle up to date
- Ensures all policy owners are conducting reviews according to the policy review cycle
- Ensures all policies are of consistent formatting and contain all relevant information

SLT

- Reviews all policy proposals for new or major amendments to policy
- Review all updated policies prior to board review
- Ensure key stakeholders are consulted on the development of policies

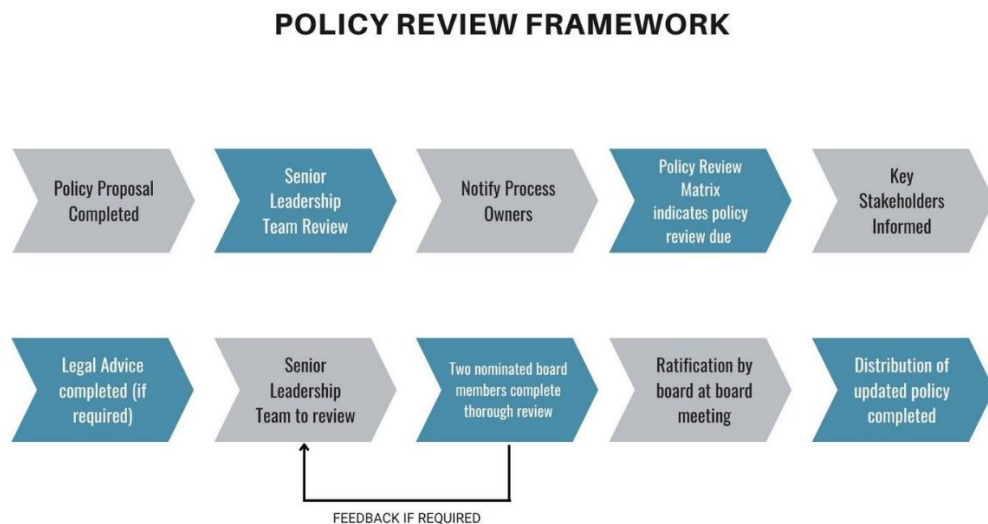
CEO

- Provides direction on legal requirements

Board of Directors

- When the nominated board member, conduct a thorough review of policy and provide feedback to the policy owner and People and Capability Manager.
- Ratifies new policies as part of the quarterly board meetings.

8. Flow Chart



9. Definitions

Approval Pathway Means the pathway through which a policy must proceed in order to be approved

Board Means the Board of Directors

Key Stakeholders Persons, or a class of persons, whose roles or responsibilities are directly affected by a policy and includes policy approvers and relevant process owners

Major Amendment A change likely to impact on:
a- Objectives of the policy and/or

	b- Any requirement for implementation related to a decision or action of a key stakeholder
Minor Amendment	A change not likely to impact on: <ul style="list-style-type: none"> a- Objectives of the policy and/or b- Any requirement for implementation related to a decision or action of a key stakeholder
Policy	A formal statement of principle that regulated RedR Operations and an instrument approved under this framework.
Policy Approver	The relevant approval authority responsible for approving a new policy, a major or minor amendment to an existing policy or the rescission of an existing policy
Policy Reviewer	A person who is assigned by the Policy Approver and recorded on each policy instrument. Each policy is assigned one policy reviewer.
Procedural Principles	The steps to be taken to implement a policy
Process	The group of activities and tasks undertaken by staff to achieve a consistent output.

10. Related Policies and Documents

RedR Policy Template
Policy Review Timetable

11. Document Control

Reviewed by:	P&C Manager
Approved by:	CEO
Review date:	6 th May 2023
Next review:	6 th May 2025
Distribution:	Internal only
Version number	2.0