TRANSPARENCY IN COMMUNICATIONS REGARDING SOCIAL INVESTMENTS

INTERNAL POLICY

CODE: INV – PP Transparency in Communications regarding Social Investments

PREPARED BY: DAF and DI

REVIEWED BY: Executive Team

AUTHORIZED BY: CEO

EFFECTIVE DATE:

May/2022

Our Mission

"Operating from the global south, we foster collaborative processes to drive systemic changes for human dignity and planetary care"

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1-DOCUMENT TYPE

INTERNAL POLICY: derived form INV - PG Social Investment Management

2-BACKGROUND:

Fundación Avina's institutional positioning and reference depend largely on transparency. Consistent messaging and organizational practices are essential to achieving this goal.

Fundación Avina understands transparency as disseminating information such that it reinforces organizational credibility and mutual trust in relationships with its allies and investors, fostering opportunities for more empowering dialogues with different external audiences, especially those who Fundación Avina intends to benefit.

The object of this policy is information for dissemination, as it refers to:

- Institutional policies for social investment management;
- The list of social investments that are equal to- or greater than 50 thousand US dollars or its equivalent in the currency of the investment, and whose duration is equal or greater to twelve months; This list shall include: ally organizations, implementers, general investment details, social investments implementation progress;
- Results accomplished.
- Ally Accountability Guidelines

3-OBJECTIVE:

The objective of this policy is to establish the basic parameters for sharing information regarding social investments with Fundación Avina's external audience.

4-SCOPE:

The guidelines under this policy apply to all of Fundación Avina's operating units that lead and manage social investments.

5-DEFINITIONS AND ABBREVIATIONS

At Fundación Avina, **investments or social investments** means the goods and/or resources we donate to our allies for project development.

6-DEVELOPMENT

6.1 CONTENT, TIMELINE AND DISSEMINATION METHODS

Social investments will be disseminated based on the criteria and details provided in each investment's proposals, agreements and reports.

Publication deadlines for information under this policy are outlined in the table below:

Nature of the information	Dissemination and update times	Dissemination methods
Institutional policies for social investment management.	Dissemination: On an as-needed basis Update: Continuous	Fundación Avina's website
List of social investments managed during the reporting year that are equal to- or greater than USD 50,000 (fifty thousand US dollars) or its equivalent in the currency of the investment and with a duration equal or greater to twelve months.	Dissemination: On an annual basis Update: January, after the close of the fiscal year	Fundación Avina's website

Fundación Avina Annual Results Achieved Report	Dissemination: On an as-needed basis Update: March, after the close of the fiscal year	Fundación Avina's website Publication of the Annual Report

6.2 GUIDELINES FOR THE PUBLICATION OF INFORMATION REGARDING SOCIAL INVESTMENTS

Fundación Avina has a high level of respect and care for the institutional guidelines of all of its allies and co-investors, and based on these, it has defined the following guidelines to ensure transparent communication regarding the social investments it leads:

a) Under the formalized investment agreements, each implementing ally organization must formally accept Fundación Avina's Transparency Policy with a specific clause referring to this policy;

b) Once the investment has been formalized, its content will be disseminated as described in the table under section 6.1;

c) If requested by the ally organization, Fundación Avina may agree on a reasonable time period for the ally organization to adopt the necessary measures to implement the actions defined in Fundación Avina's Transparency Policy;

d) Financial information regarding the investment will be disclosed upon compliance with Fundación Avina's internal validation protocols;

e) Information regarding achieved results will be disclosed upon completion of the validation process in Fundación Avina's monitoring systems;

f) Ally organizations may request adjustments or revisions to the disseminated information. In order to do so, it is necessary to request it directly from their point of contact at Fundación Avina

6.3 CLARIFICATIONS, ADJUSTMENTS AND UPDATES

This Policy may be updated as a result of improvements in transparency practices and channels adopted by Fundación Avina, as well as feedback from external audiences, allies and investors, channeled through Fundación Avina's employees or from messages received through the organization's communication channels.

All organizational transparency management measures, whether to update, adjust, clarify, mediate or improve this Policy and its related events, will be conducted by an internal committee composed of at least one representative from the Office of Impact Director and the Office of Administration and Finance.

7-RESPONSIBILITIES:

Office of Innovation Director – DI:

- Responsible for ensuring compliance with the guidelines provided under this policy and is authorized to lead or guide the corresponding actions at the institutional level.

Office of Administration and Finance – DAF:

- Responsible for making the list of social investments in amounts equal or greater than USD 50,000 and a term of completion equal or greater than 12 months.

Office of Communications Director – DCE:

- Responsible for drafting the annual report.

8-RELATED DOCUMENTS:

This policy is linked to the following policies and procedures: