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**PUBLIC DISCLOSURE POLICY – HARSHA TRUST**

Harsha trust operates open information policies, based on the presumption of disclosure, and makes information easily accessible to relevant collaborators and stake holders.

Harsha Trust, being a public charitable trust operates for public benefitand in order to make the most contribution to other people’s efforts, it operates with the openness and transparency expected from democratic governments, unless there are strong reasons not to.

The trust believes “Information is power”. Transparency empowers the people we work with. It makes it easier for them to collaborate with us, as they understand its work better and how it can best contribute to other efforts.

The people and organizations to whom we are accountable, and on whose support we rely, have a right to answers. So we are open to our partners and people with whom we work. It is also important the poor and marginalized people with whom we work receive compressive and understandable information.

The basic premise open disclosure policy is that being open is good practice, both for us and we aim to improve our performance and accountability and for those who want to know more about Harsha trust.

Listed below are the main areas of information that can be accessed quickly and easily either via our website or on request.

**The Basic**: Our organizational setup and legal status, how and where we work, no. of staff and partners, Our Vision, Mission, Goals, Objectives, strategy

**Governance and Management**: The people who make the decisions, including their biographies, Our Board of Trustees and their profiles.

**Strategies and Plan**: Our goals for next five years and how we plan to deliver them.

**Finance and performance**: Our Annual Report and report – backs on what we have achieved in the year

**Feedback and complaints:** How to let us know what you think and how to complain if you need to.

We also encourage our partners that they fund to work with poor and vulnerable communities- to make information available to those communities. With due permission from the partners, we are free to disclose the followings along with the logo and caption of the partners in languages and media accessible to local people.

* Our partners’ organizational background and mandate
* Objectives and timing of projects being supported by our partners
* Budget allocated for community investment and support for the beneficiaries.
* How beneficiaries are chosen and what they will be getting from the partner
* Contact details of each project
* Regular reports on project progress
* Basis financial information and regular financial reports
* Dates and locations of key events open to community participation
* Complaint handling procedure
* We don’t disclose everything. Something isconfidential like:
* The names and details of our supporters,donors, partners or staff
* Intellectual property or other information provided to us under obligation of confidentiality
* Legal matters and issues under negotiation
* Information concerned entirely with internal administration and operating systems

We also have to keep an eye on costs and work within our capacity to respond to request, which means we may not be able to provide answers to everything. So we retain the right to say how much or little information we are able to provide in response to queries.

The information may be available either through our public domain website [www.harshatrust.org](http://www.harshatrust.org) or by emailing [harshaho@harshatrust.org](mailto:harshaho@harshatrust.org). The nodal officer for information may also be contacted by post as below



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