



POLICY ON COUNTER TERRORISM

1. PURPOSE

1.1 This policy articulates Many Hands International's commitment to avoid involvement in terrorist activities, avoid supporting terrorism and avoid working with organisations that support terrorism.

2. BACKGROUND

2.1 As a not-for-profit organisation operating in Australia and overseas, there is a risk of Many Hands International being misused by individuals or other organisations to finance or support terrorist activity with increased risk of being misused if it is not able to provide direct oversight over programs.

2.2 A Counter-Terrorism Policy is necessary to ensure Many Hands International and Australian funds and resources are not being used, directly or indirectly, to support terrorist activities and to provide a clear guide on what to do if terrorist activity is suspected. More broadly, such a policy will maintain Many Hands International's and Australia's ability to support sustainable development and reputation in delivering sustainable overseas aid, as well as ensure continued community support for overseas aid projects.

2.3 The Australian Government has extensive legislation around counter-terrorism and national security. National and International funding bodies impose strict obligations on funding recipients to ensure funds do not support terrorist activities. Terrorism is against the law. Australia will use best practice principles to ensure that its programmatic activities are conducted in the context of these laws and obligations.

3. POLICY

3.1 To exercise diligence in relation to counter-terrorism, Many Hands International will:

3.1.1 Confirm the identity, credentials and good standing of the people or organisations that it directly assists.

3.1.2 Check that the people or organisations that it directly assists are not on the list maintained by the Australian Government as set out below in 3.1.4.1 and 3.1.4.2

3.1.3 Check that the people or organisations that it directly assists are aware of and obliged to comply with relevant Australian laws and Many Hands International's counter-terrorism policy, and that they in turn are obliged to ensure that their distribution of the funds or support is made on the same basis.

3.1.4 Conduct regular monitoring visits (as set out in 8.3) to ensure the people or organisations that it directly assists are not on the following lists:

3.1.4.1 *Attorney-General Department's List of Terrorist Organisations*

3.1.4.2 *Department of Foreign Affairs and Trade's Consolidated List*

3.2 To report suspected terrorism-related activity, Many Hands International will:

3.2.1 Notify DFAT immediately if any link between DFAT funds or a DFAT-assisted organisation and a terrorist organisation is discovered.

3.2.2 Report any suspected terrorism-related activity to the Australian Federal Police or the National Security Hotline on 1800 123 400 (or through their liaison officers in country located in the Australian Embassies).

3.3 To demonstrate reasonable efforts to ensure funds are not being directed to terrorist activities, Many Hands International will:

3.3.1 Develop and maintain records of program budgets that account for all program expenses

3.3.2 Produce annual financial statements that provide detailed breakdowns of incomes and expenditures

3.3.3 When required by the Australian Charity and Not-For-Profit Commission complete an annual audit undertaken by an external auditor

4. SOURCES OF AUTHORITY

4.1 International:

- *The Charter of the United Nations Act (1945) (Part 4)*
- *The United Nations Security Council Resolution 1373 (2001) to combat terrorism*

4.2 Federal:

- *Criminal Code 1995, Part 5.3, sections 102.6, 102.7 and 103.1*
- *Anti-Terrorism Act 2005 (no.2)*
- *Crimes Act 1914*
- *Safeguarding your organisation against terrorism financing: A guideline for non-profit organisations*
- *Attorney General Department's List of Terrorist Organisations*
- *Department of Foreign Affairs and Trade's Consolidated List*

4.3 Many Hands International:

- *MHI Recruitment Guidelines and Procedures*
- *MHI Financial and Resource Management Policy and Procedures*
- *MHI Reporting Guidelines*
- *Staff and Volunteer Code of Conduct*

4.4 DFAT

- *Department of Foreign Affairs and Trade – Accreditation Guidance Manual October 2014, (Criterion B2:3 and B3) (Check up to date)*

4.5 Australian Council for International Development:

- *Australian Council for International Development Code of Conduct, Section B.2.3 Control of funds and resources*

4.6 Other Resources:

- *Australian Human Rights Commission's A Human Rights Guide to Australia's Counter-Terrorism Laws (2008)*

5. SCOPE

5.1 This policy applies to all Many Hands International board members, staff, volunteers and contractors.

5.2 This policy applies to all Partner organisations and their board members, staff, volunteers and contractors implementing activities funded by, or through Many Hands International.

6. DEFINITIONS

6.1 Partner Organisations

Organisations implementing activities funded by, or through, Many Hands International.

6.2 Terrorism

Terrorism is the systemic use of terror, especially as a means of coercion. In the international community, however, terrorism has no universally agreed, legally binding, criminal law definition. Common definitions of terrorism refer to violent acts which are intended to create fear (terror), are perpetrated for a religious, political or, ideological goal; and deliberately target or disregard the safety of civilians/non-combatants. Some definitions now include acts of unlawful violence in war.

The concept of terrorism can be controversial as it is often used by state authorities (and individuals with access to state support) to delegitimise political or other opponents and potentially legitimise the state's own use of armed forces against opponents (such use of force may itself be described as "terror" by opponents of the state).

7. RESPONSIBILITIES

7.1 Board of Directors are responsible for:

- Ensuring that Many Hands International and all staff members, volunteers and contractors comply with all relevant legislation and Many Hands International policies (including this one).
- Ensuring that all Partner Organisations and their board members, staff members volunteers and contractors implementing activities funded by or through, Many Hands International, comply with all relevant legislation and Many Hands International policies (including this one)
- Approving activities and/or funding only when the requirements of this Policy have been met.

- Delivering appropriate training and development programs, designed to aid compliance with policy.

7.2 Management is responsible for:

- Managing the recruitment and selection process for all employees, interns and volunteers in accordance with the recruitment and selection policies and procedures
- Maintaining sound financial records according to MHI financial policies and procedures
- Ensuring that all staff, volunteers and contractors of Many Hands International comply with all relevant legislation and Many Hands International policies.
- Communicating this Policy to all Partner Organisations, and ensuring that Partner Organisations communicate this Policy to their board members, staff, volunteers and contractors implementing activities funded by or through, Many Hands International
- Providing the Board of Directors with all the information that relates to breaches or potential breaches of this Policy
- Providing staff members with support and assistance during any compliance or dismissal process
- Seeking support and assistance from Board of Directors as required.

7.3 All Employees, Volunteers and Contractors are responsible for:

- Complying with this Policy

8. PROCEDURES

8.1 This policy will be included in all contracts and memorandums of understanding with Partner Organisations, where the partner is directly handling any MHI funds.

8.2 All staff, volunteers and contractors as well as Partner Organisations's executive and relevant staff, volunteers and contractors are required to understand and agree to comply with this policy before commencing undertaking of any activities with or through Many Hands International.

8.3 All activities funded by or through Many Hands International and Partner Organisations and relevant staff, volunteers and contractors will be monitored to ensure they are not in breach of this Policy. Monitoring will be proportionate to the amount of funding and the risk of breach (as a result of funded activities, organisation or skills and experience of board and staff) and will be recorded in the program/project file and signed by the relevant program/ project manager. Monitoring will include at least one review annually at which this Policy will be made the subject of discussion and reviewed by the Board of Directors at one Board of Directors meeting.

8.4 Applying this Policy may be difficult in some situations and sound judgement will be necessary. The Policy cannot provide a specific response for every circumstance. Many Hands International will apply the spirit of intent of this clause in the conduct of activities.

8.5 If this Policy does not provide a clear answer on how to comply in a particular circumstance, Many Hands International will document clearly the decisions made and the reasons behind them and make available to both recipient and donor.

8.6 Feedback is important to Many Hands International and our Partner Organisations as it helps us develop and improve. Therefore all feedback is welcome. Feedback will be directed to the relevant Department of Many Hands International for action.


9. CONFIDENTIALITY AND DOCUMENT CONTROL

9.1 This Policy is available on the Many Hands International Shared Data Folder for all employees

9.2 A copy of this policy will be provided to any person or organisation on request

1. APPROVAL

Name: Kim Dunphy



Signed:

Title: Director

Date of Issue: 25.2.18