

Information Disclosure Procedure

1. XacBank believes in the importance of transparently sharing the results of monitoring and evaluation of project activities. Transparency is instrumental in increasing public awareness of XacBank projects and enhancing good governance, accountability and development effectiveness. This policy established disclosure requirements for monitoring and evaluation reports and other project related information produced through XacBank managed projects.
2. XacBank shall be proactive in sharing information about its projects. The XacBank website will be the primary location to for information disclosure. Proactive disclosure is essential to assure project participants that information about XacBank and its activities are publicly available in a timely manner, thereby ensuring participation in project decision making.
3. The frequency and recipients of progress reports will be agreed upon by the project stakeholders before project implementation.
4. Certain information may not be shared with the public based upon the Agreement between XacBank and project stakeholders.
5. Unless restricted by XacBank's Secrecy Policy and the Agreement between XacBank and project stakeholders, monitoring and evaluation reports, and other project related documents, will be posted on the XacBank website in a timely manner.
6. The policy is based on a predilection for disclosure of project information. All monitoring and evaluation reports will be disclosed, but all other project information may be disclosed unless it is restricted by the XacBank Secrecy Policy.
7. XacBank understands the right of stakeholders and other individuals to access information related to XacBank project activities. XacBank shall provide this information in a timely and appropriate manner. This allows XacBank to consider feedback from stakeholders and others affected by project activities. Information will be disseminated as early as possible to allow for feedback on relevant project activities.

8. Interested parties will have equal access to all project information that is made available under this policy.
9. XacBank acknowledges that full disclosure is not always possible. XacBank shall protect the privacy of its staff and business interests of itself and its clients. However, these exceptions are limited. XacBank shall disclose all project related information unless it is restricted by XacBank's Secrecy Policy.
10. This policy establishes the disclosure requirements for monitoring, evaluation, and other reports and information produced for projects managed by XacBank. All references to the XacBank Secrecy Policy include that policy as amended by XacBank.