WE CREATE UNITY CIC

Transparency, Evidence & Quality Assurance

Stronger Together. Better Communities.

Organisation	We Create Unity CIC
Company number	16541073
Registered office	34 The Market Square, London, England, N9 0TZ
Organisation type	Community Interest Company
Version	1.0
Reviewed	October 2026
Review cycle	At least annually and when material legal or operational changes occur

1. Purpose

WCU will make truthful, supportable statements about projects, participation, partnerships, finance and impact. Funders and communities must be able to distinguish planned activity from completed delivery and measured outcomes.

2. Project evidence standard

Each project should retain an approved proposal, budget, delivery plan, attendance or participation evidence, consent records where relevant, risk assessment, delivery logs, expenditure records, feedback and end-of-project evaluation. Use proportionate identifiers and secure storage.

3. Outputs and outcomes

Define outputs (sessions delivered, attendance, materials produced) separately from outcomes (skills, confidence, wellbeing or progression). Set baseline and follow-up methods where practical. Report limitations, missing data and attribution honestly.

4. Communications and images

WCU may use appropriately licensed stock photography, AI-generated imagery, original photography and other illustrative visuals for branding, educational and promotional purposes. Such material must not be presented as evidence of actual WCU projects, participants or outcomes unless it genuinely documents those activities. Where there is a risk of misunderstanding, visuals should be identified as illustrative or AI-generated. WCU will keep proportionate records of image sources, permissions and usage rights. Historic professional work must be accurately attributed and not represented as WCU delivery unless WCU genuinely delivered it.

5. Financial and funder reporting

Maintain audit trails linking invoices, purchase approvals, bank transactions and project budgets. Track restricted funds and grant conditions separately. Obtain authorisation before material budget changes and retain evidence for funder-specified periods.

6. Review and correction

A project lead checks claims before publication; an unconflicted director reviews material funding reports. Correct inaccuracies promptly, document lessons and escalate suspected fraud or misleading reporting.

7. Scope and responsibility

This policy applies to directors, employees, contractors, sessional workers, volunteers and representatives acting for WCU, including online activity and delivery with partners. The Board is accountable for implementation; a named policy lead will coordinate operational arrangements.

8. Implementation and assurance

All relevant personnel will receive induction appropriate to their role, confirm that they have read this policy, and report concerns or breaches promptly. The Board will review implementation, record significant decisions and ensure corrective actions are followed up.

9. Review and implementation

This policy will be considered at the next WCU governance meeting and reviewed at least annually, or sooner following material operational or legal changes. Directors should record interim adoption and any subsequent amendments in meeting minutes. The review date above must be confirmed against the organisation’s actual review records.