



Anti-Fraud and Anti-Corruption Policy

Activity for Reformation of Basic Needs-ARBAN

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Anti-Fraud and Anti-Corruption Policy of ARBAN

1. Introduction:

Personnel at ARBAN's offices are personally and collectively responsible for upholding and promoting the highest ethical and professional standards in their work. Everyone has a commitment to prevent fraud and corruption and unethical business practice. This also applies to governing board members when representing ARBAN and temporary personnel such as consultants and volunteers during their mission with ARBAN.

The management on all levels has a responsibility to ensure that all personnel are aware of this Anti-Fraud and Anti-corruption Policy that they understand what it means in concrete behavioral terms and how it applies to their programme context.

ARBAN implements work unconditionally, without any intention of influencing people's religious affiliation, and do not support proselytizing activities. ARBAN supports people irrespective of culture, gender, sexual orientation, age, functional abilities, ethnicity and political persuasion and have followed ARBAN other policies and related documents for the preparation.

2. In general

The Anti-Fraud and Anti-Corruption Policy outline the key responsibilities of all ARBAN's personnel in relation to respect for the authentication and dedication to the organization with whom they work in the development and humanitarian context. It is designed to assist personnel to better understand the obligations placed upon their conduct, as to prevent the followings and corruption and unethical business practices.

Therefore, all ARBAN's personnel shall at all times:

- Promote the implementation of this Anti-Fraud and Anti-Corruption Policy by contributing towards the creation and maintenance of an environment that prevents corruption and unethical business practice.
- Report immediately any knowledge, concerns or substantial suspicions of breaches of the Policy to her/his manager and/or senior management of the offices (or following procedures established by the organization's complaints mechanisms), who is expected to take prompt investigative action.
- Be aware that failure to disclose or knowingly withhold information about any reports, concerns or substantial suspicions of breaches of this Policy constitutes grounds for disciplinary measures.
- Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in the provision of goods and services in the execution of their job.
- Cooperate when requested with any investigation into alleged breaches related to this Policy.

3. Scope of this policy

- This Policy applies to all Employees and Third Parties (as defined in section 7 below) regardless of geographical location and provides the minimum standard of behaviour expected from them.
- On the basis that this Policy is based on Bangladesh Anti-Fraud and Anti-Corruption laws, it

provides a very high standard of compliance and is therefore likely to meet most local and international standards. This policy must familiarize employees who work on behalf of ARBAN.

4. Fraud, bribery and corruption

ARBAN has a zero-tolerance approach to fraud and corruption. ARBAN's personnel shall never take advantage of their position when working with communities, partners, donors or other stakeholders.

ARBAN's personnel shall:

- Not contribute to corruption by giving bribes or receiving them, either in form of money or other benefits, which are intended to give you advantages in relation to others.
- Promote a culture of honesty and openness among ARBAN's personnel and management.
- Be transparent in all work-related financial transactions.
- Never steal, misuse or misappropriate funds or property, ensuring that financial and other resources are used solely for the intended purposes. This applies also to any other income generated such as any interest received/earned on the funds/ training sale etc.
- Never engage in illegal transactions, or check forgery, money laundering, taking of commissions and influencing tender process for improper benefit and theft.
- Never transfer or holding money or property outside the country in breach of the existing laws in the country;
- Create a work environment where communities and personnel can safely and confidentiality raise and report all serious concerns about suspected fraud and corruption.
- Never knowingly support individuals or entities involved in illegal activities.
- Never deliberately destroy, falsify, alter or conceal evidence material to an investigation or make false statements to investigators in order to materially influence or impede investigations into corrupt, fraudulent, coercive or collusive allegations.
- Conduct all business in accordance with nationally & internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relations to finances, management and governance, where relevant.

5. Unethical business practices

ARBAN's personnel shall:

- Always follow transparent, accountable and honest practices when receiving donations from the public earmarked for humanitarian or development purposes.
- Never use or accept a bribe in the form of money, goods and or services to secure a contract for services when dealing with suppliers in any development or humanitarian work
- Never take part in activities that generate personal, organizational or collective profit such as buying or selling when such activities may affect or appear to affect ARBAN's credibility or integrity.
- Never share in the profits or budget leftovers as kickbacks, cuts or discounts for personal or organizational benefits.

- Declare any known or potential conflicts of interest to their employer (e.g. direct relationship with service providers or suppliers of goods for ARBAN's programmes, etc.)
- Never accept any gifts or other favors that may influence the performance of personnel functions or duties. Gifts are defined as, but not limited to: services, travel, entertainment, material goods, among others. In order to respect national and local traditions and conventional hospitality, minor token gifts such as pens, calendars, desk diaries, etc. can be accepted.
- Never use illegal labor, child labor and forced labor in any work area.
- Always pay compulsory State taxes and comply with national business law and international standards.
- Always strive for the highest health, safety and environmental standards in all programme work.
- Ensure, where possible, that goods purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- Never use or distribute known unsafe products or supplies in any development or humanitarian setting.

6. Financial irregularities

- Unreasonable compensation never be allowed (unreasonable rate of commission, success fees arrangement on the award of contract or license)
- Payment made to different person or entity.
- Payment split among different accounts.
- Work awarded to the person or company who have undesirable reputation
- Reluctant in making formal contract or not mentioning clause of bribery, fraud and corruption.
- Unauthentic recording
- Undue favour by offering or receiving money.

7. Gift, hospitality and entertainment

In all cases receiving gift, hospitality or entertainment is strictly prohibited. If such situation arises then discuss beforehand with the ARBAN management and/or Anticorruption Officer for better clarity.

8. Provision of Anticorruption Officer

The organization is to create a position of Anticorruption Officer and appoint who is responsible for oversee the matter of fraud, bribery and corruption issues.

9. Consequences of breaches the policy

- Legal penalties for bribery and corruption are severe, and may include imprisonment or otherwise applicable for individuals involved following the country's law.
- ARBAN will investigate fully any activity contravening this Policy and where applicable,

take disciplinary action up to and including termination of employment.

10. Record keeping

- All transactions must be fairly and accurately recorded in ARBAN's books of records. There must be no "off book" or secret accounts. No documents may be created which do not fairly and accurately reflect the transactions to which they relate.
- All disbursements and other financial transactions must be authorized by management according to the appropriate delegated authority.
- Undisclosed or unrecorded funds may not be established for any purpose.
- ARBAN's (Own/projects) funds must not be placed in any personal or non- corporate account.

11. Complaints procedure

11.1 Scope of the procedure

The purpose of the complaint's procedure is to ensure that rights holders, stakeholders and ARBAN's personnel who want to complain or report irregularities regarding the implementation of the financial mechanisms have a simple means of doing so, that their complaint is handled with an open mind and in confidentiality, and that incidents of mismanagement and corruption are uncovered and corrected. The complaints procedure applies where the nature of the complaint indicates threat to the proper use of the financial mechanisms, or where mismanagement or corruption by those charged with managing the funds is alleged.

11.2 Who can complaint?

Any personnel, of ARBAN and its rights holders as well as the other stakeholders can make complaint against any corruption, fraud activity or any unethical business practice conducted by any personnel, board members, temporary personnel such as consultants and volunteers during their mission with ARBAN.

11.3 Complaint handling and response:

Any complaint against any fraud, corruption or unethical business practice will be handled in line with the ARBAN's complaint and response mechanism.

11.4 Anonymous and Malicious Complaint

If a person lodging a complaint chooses to remain anonymous, ARBAN will only be able to receive the complaint, but will not be able to respond or guarantee an investigation. Complaints will always be treated with confidentiality. Name and contact details will not be revealed to any person outside the investigation.

If a person lodging complaint that is malicious, any investigation underway must be stopped immediately and disciplinary actions are taken if ARBAN's staff's makes the malicious complaint.

12. Conclusion:

This policy will be applicable in line with the other relevant policy, rules & regulation of ARBAN and also will comply with relevant National rules and regulatory framework. Therefore, if any provision, article or rules contradicts with any national rules and regulation, that/those will be automatically deactivated without any prior concern. For the wellbeing of the organizational transparency and accountability authority/management can change/replace/ include/exclude any

provision or article or rules of this policy with prior concern of the higher management.

13. Definitions:

Corruption is the “offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any person”

Fraud is an intentional distortion, deceit, trickery, and perversion of truth or breach of confidence, relating to an organization’s financial, material, or human resources, assets, services and/or transactions, generally for the purpose of personal gain or benefit. Fraud is a criminal deception or the use of false representations to gain an unjust advantage.

Money laundering means- knowingly moving, converting, or transferring proceeds of crime or property involved in an offence as per the Money Laundering Prevention Act, 2012.

Bribe - Intending to induce or reward any person to perform improperly a function or activity in any form either cash or kind.

Employees - means employees of ARBAN performing duties on behalf of ARBAN, whether they employed directly or indirectly and/or working in projects or core institution.

Facilitation Payments - means payments of small amounts to Public Officials in order to secure or expedite a routine governmental action to which you are otherwise lawfully entitled. Sometimes also known as "expedite fees or grease" payments.

Public Officials - means individuals who:

- a) are defined as public officials in the national law of the state;
- b) hold a legislative, administrative or judicial position of any kind whether appointed or elected;
- c) exercise a public function;

Third Parties - means agents, brokers, partners, distributors, consultants, suppliers, contractors, service providers, joint venture partners and any other individuals or entities providing services for or acting on behalf of ARBAN.