



Anti-Corruption Guidelines for the work of action medeor e.V.

Preamble

During the last years corruption has become more and more a public theme. Corruption violates competition rules and promotes decisions that are not of general interest or subject-oriented. In many countries, corruption is considered a crime.

In October 2001, **Transparency International** promoted the vision of a world where the governments, the politics, the society and the life of people will be free from any corruption. The resulting ethical values are transparency, reliability, integrity, solidarity, courage, law and democracy.

action medeor recognizes the objectives pursued by **Transparency International** for the prevention of corruptive behaviour and complies with the Anti-Corruption-Guidelines as binding guiding principles for its work at home and abroad.

1. Scope

The requirements of the guidelines apply, unless otherwise specified, for:

- Full-time employees of action medeor at home and in the projects abroad as well as their relatives
- Members of committees, employees of project partners abroad, who are supported financially or morally by action medeor
- Members of the presidium as well as all other persons who are working as volunteers for action medeor
- Evaluators and other freelance personnel, who are working within the frame of service or fee contracts for action medeor

The guidelines will become part of the employment, fee, service and project contracts. Violations of the guidelines lead to immediate termination of the contracts and conclusion of cooperation.

2. Definition of corruption

action medeor defines corruption as abuse of entrusted power for private advantage and for advantage for action medeor. This includes offering, donating, desiring or even receiving of gifts, loans, rewards, commissions or any other advantage to or from a third person as an incentive, to do something in the normal course of business, that is dishonest, illegal or a breach of trust.

Among others, the following offenses are defined as corruption: bribery and venality, granting of favours and taking advantage, fraud and embezzlement, competition restrictive agreements and money laundering.

3. Code of conduct

The groups of persons stated under Section 1 commit themselves to comply with the following directives:

- Corruption in any manner, whether direct or indirect, is prohibited. This includes also the reflux of parts of a contractual payment („kickback“), the use of other ways or channels for improper payments to contractors, suppliers, partners, their employees or to public officials as well as the acceptance of bribes or “kickbacks” by or for the benefit of relatives.
- Direct or indirect donations to parties, politically active organizations or individual persons are prohibited, in case it is intended to achieve commercial advantage. „Political“ donations have to be disclosed.
- Any conflict of interest is to be avoided. In cases that conflict of interested cannot be obviated or in cases where it is not clear if a conflict of interest is present, notification has to be made to the supervisor.
- It has to be ensured that donations for charitable purposes and sponsorship are not used for the intention of corruption.
- Payment of bribes or other benefits with the aim to ensure or accelerate a regulatory process with entitlement is to be omitted.
- Offering or acceptance of gifts, of hospitality or of reimbursement of business expenses is prohibited, as far as these can influence the conclusion of transactions and in case are exceeding the scope of reasonable and adequate expenses.

4. Requirements for the organization

action medeor commits itself to apply the business standards for fighting against corruption:

- The presidium of action medeor sets the business principles as subject of its policy, provides the necessary resources and supports the board actively in implementation.
- The board makes sure that the employees at home and in the projects abroad are complying with the business principles.
- It is clearly communicated that no disadvantage will occur to any employee in case that he/she refuses to pay bribes.
- Employees are encouraged to report violations and concerns as early as possible. For this purpose, safe, easily accessible and confidential information channels will be arranged. The first point of contact is a confidant person appointed by the presidium of action medeor, Ombudswoman Anke Freckmann. In case of irregularities or corruption, all persons mentioned under section 1 may contact the Ombudswoman directly at anke.freckmann@gmx.de.
The Ombudswoman treats all information confidentially.

- Project partners will be appropriately verified at the beginning of the first common project work regarding compliance with the principles.
- In case of violation of the guidelines by employees of action medeor or project partners, disciplinary steps or contractual sanctions (warning letter, notice, terminations of cooperation etc.) are taken.
- action medeor keeps its procurement practice fair and transparent and observes the guidelines when using public funds. Details are specified in the relevant Standard Operating Procedures (SOPs).
- action medeor publishes this guideline on the website.

5. Co-operation with local partners and project contracts

Donors, public donors and other funding institutions have a right to claim, that action medeor uses the entrusted funds impartially, equitably and in the sense of the objectives to be achieved. This applies also for the projects promoted by action medeor in Africa, Asia and Latin America. Personal relationships or personal benefits must not influence the decisions of the employees of action medeor and their partners. In general the co-operation with partner organisations from Africa, Asia and Latin America rely on trust and verification:

Before signing of project contracts local partner organisation pass through assessment steps

1. Comprehensive check of the project contracts according to the criteria's suitability and affordability of the funds as well as feasibility of the measures.
2. Verification of references of the applying organisation and cross check with black lists.
3. Project contracts define rights and responsibilities for all contract partners following the four-eyes-principle
4. With signing of the contract all partners commit to follow these guidelines and code of contact and to advance these to other partners, suppliers and service providers offensively.

In addition in project contracts following topics have to be covered by separate articles:

- Financial management and outsourcing
- Funds blocking and Repayment
- (local adopted) procedures to solve conflicts .
- Sanction measures
- Reference to ombudsman and and contact details

Project management and controlling is regulated:

1. Financial procedures are handled locally by a qualified accounted or if necessary by an external accounting agency. It is comprehensively checked by action medeor.
2. Closed monitoring through regular and intensive contact with the partner, regular narrative and financial reports by the project partners as well as visits by action medeor.
3. Project progress and success is measured on indicators mutual agreed and defined in the project contracts.
4. All projects activities are to be documented in detail by the partner (i.e. protocols, participant lists, reports, photos, construction drawing, patient files or other)
5. Funds are transferred in different instalments in order to check them promptly
6. Problems are to be solved together according to predefined conflict and sanction measures.

7. Suspected incorrect use of funds is to be assessed by a certified consulting company which pays visit at short notice.
8. In case of proven fraud cooperation is terminated, means are reclaimed and the partner organisation is notified in the national competent authority and the organisation is added to the "black list".

Corruption undermines with the target groups and the public in general, the confidence in the fair performance of tasks and prevents the best use of the funds available. In order to prevent corruption effectively and to avoid any appearance of corrupt behaviour, action medeor decided these Anti-Corruption Guidelines, which are to be followed by the employees of action medeor as well as by the project partners. A consequent and transparent application of the guidelines helps to prevent the public image of action medeor from harm, unjustified accusations and keep away generalizations and prevent violations of current law.

Place, Date

Signature

The Anti-Corruption-Guidelines were last approved by the Presidium of action medeor on 12.12.2016.

On appointment of a new Ombudsperson, the information in these guidelines and other documents will be updated without a need for a renewed approval by the Presidium.