

Adopted by RFSL's
Association Board of Trustees
2013-11-17

Anti corruption policy

RFSL's policy to counteract corruption is applicable in all the work the organisation does internally and externally, and is to be practised by all employees within the organisation. This policy refers to the ventures of RFSL's national office's staff and trustees, deputy consultants in Sweden and abroad and in cooperation with our financiers and cooperation partners.

A society free from corruption is a basic prerequisite for justice and democracy and for reducing poverty. Possible corruption in cooperation in developmental work makes the trust and interest in this form of aid dwindle.

Corruption goes against basic values such as justice, democracy, equality, dignity, integrity, transparency and the possibility to demand responsibility.

Definition of corruption

RFSL shares Transparency International's definition of corruption:

The abuse of entrusted power for private gain.

When someone – individual or organisation – misappropriates undue gain through their position. Corruption is an abuse of trust or position.

Corruption can be giving or taking bribes, blackmailing, favouring and nepotism, swindling, bias and fraud. Other abuse of power, negligence and misconduct can also be corruption.

Obligation

As a matter of principle RFSL does not accept corruption, and will always act and inform in the event of suspected corruption.

RFSL shall see to it that:

1. Co-workers and trustees have sufficient knowledge of the anti corruption policy and that it is carried out in the organisation.
2. There are clear routines and systems to handle possible cases of corruption.

3. Cooperation partners know about RFSL's anti corruption policy.

An important factor in preventing corruption is strengthening the culture when it comes to good operational and economical conduct, so called "good governance". This can be achieved through:

1. Promoting democratic processes marked by participation and transparency.
2. Judge corruption risks when creating routines, delegation and attestation orders, agreements and project plans, including budgets.
3. Make sure that planned activities have clearly formulated goals, expected outcomes and routines for follow up.
4. Learn from experiences and keep improving ways of cooperating and routines.
5. Judge cooperation organisations' ability to handle funds in a satisfying way.
6. Make sure that reports from cooperation organisations come in at the appointed time and analyse and follow through on the content, especially on how the budget was used and that the accounting is right.
7. See to it that cooperation organisations that receive funding from RFSL conduct auditing, and that this auditing is reviewed in order to look for corruption.
8. Gifts to and from cooperation partners and suppliers should only have a symbolic value.
9. When accepting gifts, make clear that one is receiving it on behalf of RFSL.
10. At a representation a medium standard restaurant should be chosen and alcohol be used in moderation and in line with RFSL's alcohol and drug policy.
11. Work for knowledge of and adherence to RFSL's buying and contracts policy.

If corruption is suspected

It is up to everybody to notice and report corruption.

The main responsibility to investigate suspected corruption cases lies with the executive director. Affected project leaders and economic staff can also become involved in the investigation.

The president, executive director and economic manager should be informed immediately, as well as the Association Board of Trustees, if the issue is big. If the means involved come from an external financier, they should be hastily informed.

At the suspicion of corruption RFSL should, if deemed appropriate, make sure that an external audit is made.

At the suspicion of crime, RFSL and the cooperation organisation should judge if the issue should be referred to the police. Consideration should be taken if a referral to the police can put the cooperation organisation at risk.

Of there is proof of negligence or corruption in a cooperation organisation, RFSL shall consider terminating their support under the terms of the agreement. If the situation is not rectified the agreement should be terminated and RFSL should reclaim their investment.

Implementation and follow up

RFSL's economic manager is responsible for organising and following up implementation of the anti corruption policy yearly. A plan of action and follow up should be documented in writing and form part of the organisation's regular work with organisational planning and follow up.

Other

The following policies, steering documents and forms complement the anti corruption policy:

1. Delegation and attestation order
2. RFSL's buying and contracts policy
3. Code of conduct for work within RFSL