



Anti-Corruption Manual

FIAN Norway

Corruption is a significant impediment to development in many countries and results in violations of human rights and many other forms of criminal activities, and it has severe impacts on the poor. In spite of substantial attention to the problem during the past decade, and the approval of the United Nations Convention Against Corruption (UNCAC), there is no visible reduction of corruption in most countries. In reality, the challenges seem to be increasing in many places. A number of recent incidences in Norway illustrate that the situation is no different here.

Corruption and FIAN Norway

FIAN Norway believes that corruption and various forms of nepotism, exchange of favours and similar matters can significantly impede actions to improve living conditions for the poor.

FIAN Norway acknowledges also that corruption, theft, financial mismanagement and improper use of resources may occur in our own organisation, as well as in the organisations we collaborate with. Such actions will weaken our credibility, our efforts and our integrity.

We are aware that culture, business method and communication vary amongst countries and continents, and what is considered corruption and inside dealing in one area may be considered reasonable business practice in other areas.

Bribes, extortion and demands for sexual favours are clearly beyond the scope of what is acceptable.

Obvious cases of malpractice are:

- Theft and pilfering
- Extortion and abuse of entrusted power and influence for personal gain
- Kickbacks, such as favours or payment of commissions for contracts or deliveries
- Bribes and undocumented payments to receive services or advantages. This applies even if that which is gained is not for personal benefit.

Unreasonable inadequacies in the administration of money or other resources will not be accepted, even though fraudulent intentions cannot be proved. Discrimination based on ethnicity, religion, gender or caste is also covered by this policy.

In order to avoid falling prey to such actions, FIAN Norway and our partners must have rigorous control mechanisms in place to uncover illegal practices, with clear and transparent procedures for responses and counter measures to be employed if irregularities are suspected or uncovered. Good routines and clear policies will also help to ensure confidence in our organisation and maintain our reputation.

Anti-corruption work within FIAN partnerships

We are particularly conscious that staff and elected representatives in collaborating partner organisations can be subjected to pressure and influence tempting abuse of trust and resources for personal gain.

All foreign partners and collaborating organisations are required to develop their own Code of Conduct which should be signed by all staff.

When entering into collaboration with new partners, an assessment of existing systems and routines for fighting corruption and malpractice will be carried out. Necessary training and capacity building will be organised if needed in order to establish routines and transparency to counter corruption and malpractice.

Staff and elected representatives must be provided training and information so that they are fully aware of existing regulations and the consequences of breaches. Such training must be considered an integrated and natural part of the general capacity building process in partner organisations.

Such training must at a minimum include: rules and procedures for purchasing and signing of contracts; accounting and documentation of income and expenses, rules for compensation and remuneration of employees and others; use of the organisation's resources such as vehicles, building etc. Partners should have guidelines to be followed for internal control and financial management. Audit must be carried out annually and according to International Standards of Auditing (ISA).

Reference is also made to FIAN Norway's Code of Personal Conduct from 2009.

The above guidelines were approved by FIAN Norway's board in September 2013

FIAN Norway's anti-corruption work is an integrated organizational approach and is reflected in all of our operating manuals and guidelines. In particular the following documents should also be seen as part of our anti-corruption work:

- FIAN Norway's whistleblower routines
- FIAN Norway's financial procedures
- FIAN Norway's procurement routines
- FIAN Norway's ethical guidelines