

ANTI-CORRUPTION POLICY

OF

Center of Participatory Research and Development-CPRD

Adopted in February 2019



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This document has been approved by 28th Executive Committee Meeting of Center for Participatory Research and Development-CPRD

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In recent years, NGOs have taken on an ever-greater role as implementers of development assistance. It is therefore important that they have a sound anti-corruption policy in place. Such policy would address the threat of corruption and fraud and outline the mechanisms required to combat it. This anti-corruption policy has been developed and endorsed by the CPRD's Executive Committee to mitigate and address organization's corruption risk.

1. Definition:

- 1.1 **Corruption:** Corruption is a form of dishonesty or criminal offense undertaken by a person or organization entrusted with a position of authority, to acquire illicit benefit or abuse power for one's private gain.
- 1.2 **Anti-corruption:** Anti-corruption comprises activities that oppose or inhibit corruption. Just as corruption takes many forms, anti-corruption efforts vary in scope and in strategy.

2. Purpose

The purpose of this policy is to outline acceptable and non-acceptable behavior in activities and areas where corruption could take place.

- 2.1 Eliminate opportunity for corruption and fraud at various stages of CPRD.
- 2.2 Ensuring integrity and ethics in all activities of CPRD. The organization's position on corruption is "Zero Tolerance" and taking a firm stand against corruption at all levels
- 2.3 To make respectful about the law of the country regarding bribery and corruption among all the employees of the organization.

3. Scope of Corruption

- 3.1 In case of purchase of product or service
- 3.2 In case of receiving or giving grants from partner organization
- 3.3 In case of approval from NGOAB.
- 3.4 Dealings with Audit Firm

4. Initiatives to Cover Risk:

- 4.1 Formulation of this Anti-corruption Policy.
- 4.2 To arrange a special workshop programme to identify high risk
- 4.3 Make change, correction or refinement after reviewing existing financial policies, grievance redressal policies, etc. if it is necessary.

5. Activities/ Approaches to be considered as the Risk of Corruption

- 5.1 Any transaction, giving or receiving the gift or hospitality or the promise or acceptance of a chief whose exchange may be a desire, hope or promise for economic gain or benefit at a personal level.

- 5.2 Giving cash or any other gift in the hope of receiving personal or institutional benefit from an organization or individual.
- 5.3 Receiving cash or any other gift from a person with whom the organization has financial transaction.
- 5.4 Giving special benefit or do promise to give benefit to the colleagues in exchange of cash or gift.
- 5.5 Any activities which violet this policy.

6. Responsibility of CPRD's Staff Member

- 6.1 All staff must read, understand and follow this policy properly.
- 6.2 If any incident of corruption occurs or is likely to occur, any such suspicion should be immediately reported to the concern authorities.
- 6.3 Administrative action can be taken against the employee for violating this policy.

7. Collect and store necessary information

- 7.1 Details of all financial transactions of the organization and necessary and appropriate information should be kept.
- 7.2 If any gift is received by the organization or an employee of the organization from an outside source, it must be properly recorded.
- 7.3 All accounts, bill voucher, professional contract information must be properly stored in accordance with the rules.

8. Corruption information or ways to express the fear or risk of corruption:

- 8.1 Anyone can inform a senior official of the CPRD if there is any possibility of the corruption in any of the employees or activities of the organization.
- 8.2 Any means of communication including phone, email can be used to convey information.
- 8.3 In this case, Complaints and Response Mechanism Policy and Policy on Personal Information Security of CPRD will be applicable.

9. Security of revealed of corruption information:

CPRD's Executive Committee will take responsibility for the protection of any employee or any other person who gives information about corruption.

