

مركز شاهد لحقوق المواطن والتنمية المجتمعية

Anti-Corruption and Conflict of Interest Policy



WITNESS

مركز شاهد لحقوق المواطن
والتنمية المجتمعية

April 2024

Anti-Corruption and Conflict of Interest Policy

PolicyOwner:Programs Manager

Anti-Corruption and Conflict of Interest Policy for Witness Center

1. Purpose

This policy is established to promote integrity, transparency, and accountability within Witness Center (the NGO). It aims to prevent corruption and manage conflicts of interest to ensure that the NGO operates in an ethical and professional manner.

2. Scope

This policy applies to all board members, employees, volunteers, consultants, and any other individuals acting on behalf of Witness Center.

3. Definitions

- **Corruption:** The abuse of entrusted power for private gain, including bribery, fraud, embezzlement, and nepotism.
- **Conflict of Interest:** A situation where a person's private interests could improperly influence the performance of their official duties and responsibilities.

4. Anti-Corruption Measures

4.1 Prohibition of Corrupt Practices

- Witness Center strictly prohibits any form of corruption, including but not limited to offering, giving, receiving, or soliciting anything of value to influence the actions of an individual in a position of trust.
- All individuals associated with the NGO must refrain from engaging in any activity that could be perceived as corrupt.

4.2 Financial Integrity

- Accurate and complete records of all financial transactions must be maintained. No undisclosed or unrecorded accounts, funds, or assets shall be established or maintained.
- All financial transactions must be authorized and documented in accordance with established financial policies and procedures.

4.3 Reporting and Investigation

- Any individual who suspects or becomes aware of any corrupt activity must report it immediately to their supervisor or the designated ethics officer.
- Reports of suspected corruption will be investigated promptly and thoroughly. Confidentiality will be maintained to the extent possible.

5. Conflict of Interest Management

5.1 Disclosure of Conflicts

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- All individuals must disclose any potential or actual conflicts of interest upon joining the NGO and as they arise during their tenure.
- Disclosures should be made to the individual's supervisor or the designated ethics officer.

5.2 Evaluation and Resolution

- The designated ethics officer will evaluate disclosed conflicts of interest and determine the appropriate course of action.
- Individuals with a conflict of interest may be required to recuse themselves from decision-making processes related to the conflict.

5.3 Regular Review

- Conflicts of interest will be reviewed periodically to ensure ongoing compliance with this policy.

6. Training and Awareness

- Witness Center will provide regular training to all employees, board members, and volunteers on anti-corruption and conflict of interest policy.
- Awareness sessions will be conducted to ensure that all individuals understand their responsibilities and the importance of ethical conduct.

7. Enforcement and Consequences

- Violations of this policy will be taken seriously and may result in disciplinary action, including termination of employment or affiliation with the NGO.
- Legal action may be pursued in cases of serious corruption.

8. Policy Review and Updates

- This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and best practices.

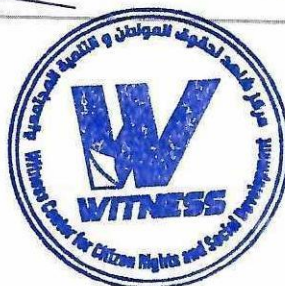
9. Approval and Adoption

- This policy is approved by the Board of Directors of Witness Center and is effective as of [06/04/2024].
- All employees, board members, volunteers, and other stakeholders are required to acknowledge their understanding and acceptance of this policy.

Witness Center Board of Directors

Ad

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Anti-Corruption and Conflict of Interest Policy

Acknowledgment

I acknowledge that I have read and understood the Anti-Corruption and Conflict of Interest Policy of Witness Center. I agree to comply with the policy and understand that violations may result in disciplinary action.

Name:

Position:

Signature:

Date:

By implementing and adhering to this policy, Witness Center commits to maintaining the highest standards of integrity and accountability in all its operations.