

HOPE SPRING FOR ALL NATIONS ANTI-BRIBERY AND CORRUPTION



HSFAN

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SOUTH-WEST REGION 1/08/2022

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1. Policy Statement

Hope Spring for All Nations (HSFAN) is committed to conducting its activities with the highest standards of integrity and transparency. We strictly prohibit all forms of bribery and corruption and expect all staff, volunteers, and third parties associated with HSFAN to adhere to this policy. Any act of bribery or corruption undermines the mission of HSFAN and its reputation and will not be tolerated.

HSFAN remains bound to the law of the Republic of Cameroon and will uphold them.

HSFAN recognizes that bribery and corruption harm the very people we are mandated to protect, and it is one of the most serious breaches of accountability thus gives zero tolerance for any form of bribery and corruption. It is HSFAN's policy to conduct all activities in an honest and ethical manner and to execute all projects and business dealings professionally, fairly, and with integrity.

HSFAN is a humanitarian organization and respects humanitarian principles. The principles of Humanity, Independence, Impartiality, and Neutrality are all harmed by corrupt acts, and it is in their spirit that this policy is elaborated.

2. Scope

This policy applies to all employees, volunteers, board members, consultants, and third parties engaged by HSFAN, regardless of their role or location. It covers all activities conducted during HSFAN's operations, including interactions with governmental and non-governmental entities, private sector partners, and community stakeholders.

Policy Objective: This policy aims to prevent and address bribery and corruption (beneficiaries, partners, staff, and volunteers) when they are in touch with HSFAN's Staff, Service providers, volunteers, and interns during service delivery.

To achieve this, the policy will provide guidelines on how to:

- Make certain staff's conduct is devoid of any form of bribery and corruption
- Administer clear reporting channels for bribery and corruption cases
- Administer structured response mechanisms to address bribery and corruption follow disciplinary measures for staff or volunteers involved in an incident

This Policy applies to all HSFAN staff and third parties, independent of their location, grade, contract status, type or duration of appointment.

3. Corruption Acts:

Articles 3 to 7 regulate the following types of corrupt acts that staff, volunteers, and third parties might encounter:

- Article 3: Bribery – Offering, giving, receiving, or soliciting something of value to influence the actions of an official or other person in a position of authority.
- Article 4: Kickbacks – Receiving or giving money or anything of value in return for facilitating business or transactions.
- Article 5: Conflict of Interest – Situations where personal interests conflict with the duties and responsibilities towards HSFAN.
- Article 6: Extortion – Using coercion or threats to obtain money, goods, or services.
- Article 7: Embezzlement – Misappropriation of funds or assets for personal gain.

4. Gifts, Invitations & Hospitality:

HSFAN prohibits the acceptance or offer of gifts, invitations, and hospitality that could be perceived as influencing or compromising the integrity of decision-making processes. Employees and volunteers must avoid any situation where the receipt or provision of gifts, invitations, or hospitality could be construed as an attempt to gain an unfair advantage. Modest gifts and hospitality that are reasonable and customary are permissible, provided they are disclosed to and approved by a supervisor, Board Member or manager.

HSFAN personnel are strictly prohibited from accepting a gift or giving a gift to a third party (beneficiaries and other project stakeholders) in the following situations:

1. It is made with the intention of a process within HSFAN (eg. targeting) or it is an explicit or implicit exchange for favors or benefits.
2. It is given in the staff's name and not in the name of the organization.
3. It includes cash or a cash equivalent (such as gift certificates or vouchers).
4. It is of an inappropriate type and value and given at an inappropriate time (e.g. selection process); and it is given secretly and not openly.

5. Facilitation Payment and Anti-Terrorism Clause:

Facilitation payments, which are small payments made to expedite or secure the performance of routine governmental actions, are strictly prohibited. Additionally, HSFAN is committed to compliance with anti-terrorism laws and regulations. Any activities that support or facilitate terrorism in any form are not permitted.

In the event of being requested such payments, Staff are expected to report immediately to their assigned safety officer or team leader.

- In the event of being extorted with violence, threats, and implicit or explicit intimidation, and making a payment, staff are to report immediately to their safety officer or team leader.
- In line with UN OCHA's Compact to End Illegal Payments by Humanitarian Organizations in Northwest and Southwest, if any such payment occur, REO will report to the United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA) Civil-Military Coordinator within 24 hours.

5. FRAUD

HSFAN prohibits any fraudulent activities, including misrepresentation of information, financial manipulation, or deceitful practices that result in financial or reputational harm to the organization. All suspected fraud must be reported immediately and will be investigated thoroughly.

- Fraud is a wrongful or criminal deception intended to result on a financial or personal gain.
- Any act of fraud within the framework of a specific project needs to be reported to the donor of the activity and could be reported to the community involved too depending on its gravity and scope.
- The following are all considered acts of fraud, and each project and department is expected to create mechanisms to guard against them:

- Forging signatures and impersonating other stakeholders in any other manner
- Asking third parties to sign payment vouchers, payment sheets, or receipts without a specific amount or stating a higher amount than received
- Asking third parties to bring back a portion of payments received.
- Inflating cash requests and budgets for personal gain
- Purchasing lesser quality items instead of quality items.
- Creating false beneficiaries, costs, expenditures, missions, travelling days, and activities to justify advance payments
- Charging beneficiaries for services and goods that are free for personal gain.

- The strongest defense against fraud is sound separation of functions, efficient budgeting, robust financial and administrative procedures, and a functional internal control system. Therefore, HSFAN commits to the compliance and strengthening of its procedure manual and other policies.

6. Asset Misappropriation and Diversion:

Misappropriation and diversion of HSFAN's assets for personal use or unauthorized purposes are strictly forbidden. This includes misuse of funds, equipment, and property. Any instances of asset misappropriation will be addressed with appropriate disciplinary actions.

- HSFAN staff and third parties are custodians of office assets and humanitarian aid that belongs to beneficiaries and is paid by donors.
- Any damage or loss of these items could be charged to the concerned staff or third-party in full, and this needs to be considered in their contracts.
- diverting, selling, or misappropriating aid is an offense, a corrupt act, and a crime which impact goes far beyond the cost of the commodities or items lost.

7. Partiality:

HSFAN expects impartiality in all decision-making processes. Staff, volunteers, and third parties must avoid any actions that could be seen as favoritism or biased decision-making. All decisions should be based on merit and aligned with the best interests of HSFAN. The following are considered partiality:

-Providing a preferential or improved service to an individual or group on a basis other than vulnerability and needs.

-Providing key information to only a section of a group of beneficiaries or parties competing for a benefit from Hope Spring For All Nations

-A conflict of interest is a situation in which a person is in a position to derive personal benefit from actions made in their official capacity. Examples of conflicts of interests would be:

- Awarding contracts to close relatives or to one's own company or service.
- Hiring and raising salaries of relatives
- Selecting relatives as beneficiaries

HSFAN is not against staff referring relatives, distant or close, for business transactions, support, or a contract. However, any possible conflict of interest needs to be disclosed beforehand, and the staff concerned will be removed from the selection process and will be sanctioned for corruption if he or she provides confidential information that could put the third party at an unfair advantage. Lastly, before a selection committee or process takes place, the staff participating need to confirm the absence of a conflict of interest.

8. Reporting and Investigation Mechanism:

HSFAN encourages the reporting of any suspected violations of this policy. Reports can be made confidentially through designated channels, including direct communication with CEO or through an anonymous whistleblower hotline. All reports will be investigated promptly and thoroughly, with appropriate actions taken based on the findings.

A person who brings an allegation of bribery and corruption may be a victim or another person who is aware of the wrongdoing. Both the victim and the complainant, if different from the victim, should be protected from retaliation for reporting bribery and corruption with appropriate resources and procedures.

-HSFAN's cases of corruption can be reported by any staff to their immediate supervisor or to any management staff they feel comfortable with. The Management staff are expected to report directly to the CEO who will assign the case to the Anti-Corruption Focal Point.

- the Anti-Corruption focal point is the only confidential position within HSFAN and reports only to the CEO she shall be directly responsible for receiving and managing bribery and corruption cases within the organization.

- For the purposes of this policy a whistleblower is a type of complainant, not the victim, making a report of bribery and corruption. Staff are encouraged to report concerns or suspicions of misconduct by colleagues and are offered protection from retaliation for reporting, so long as the report is made in good faith.

-In the framework of any active project, and in line with HSFAN's Safeguarding and Accountability Policy, Community-based complaint mechanisms (CBCM) are built for engagement with the community. Beneficiaries and community members are able and encouraged to safely report grievances – including bribery and corruption incidents – and those reports are referred to the appropriate entities for follow-up.

10. Measures in Case of Violation of the Policy:

Violations of this policy will result in disciplinary actions, which may include termination of employment or volunteer status, legal action, or other remedies as deemed appropriate. HSFAN will ensure that disciplinary measures are consistent and fair, based on the severity of the violation.

-In the case of bribery and corruption involving individual collaborators, HSFAN shall be entitled to immediately terminate the contractual relationship. If appropriate, legal action will be sought.

-Engaging into any act of fraud constitutes a major offense and would grant an immediate sacking without pay, no matter the size or scope of the fraud scheme, in line with the Labour code. A clause to this effect is to be included in all staff, volunteers, and third parties' contracts.

-HSFAN is expected to pursue legal action against any staff that is discovered carrying an act of fraud with donor's or beneficiaries' assets.

- A different resolution might be sought if one of more of the following attenuating factors are found:

- a. The staff reports the act voluntarily and in detail
- b. The staff repays any quantity diverted through fraud
- c. The staff has extremely positive Human Resources and Project reports
- d. An investigation is inconclusive
- e. The staff agrees to collaborate to provide information on other acts of corruption involving other staff.

- Disciplinary sanctions will also apply to staff members who are proven to have failed to report bribery and corruption or to have encouraged or condoned it.

- Malicious reporting of bribery and corruption without evidence or reasonable suspicions with the intention of harming another person's integrity or reputation amounts to misconduct and is subject to disciplinary action. This is distinct from reports of suspected wrongdoing made in good faith based on the judgment and information available at the time of the report, but that lead to an inconclusive or favorable investigation.

10. Risk Assessments and Verification:

HSFAN will conduct regular risk assessments to identify and mitigate potential corruption risks. Verification processes will be implemented to ensure compliance with this policy and to safeguard against corrupt practices.

-Bribery and corruption Risk assessments are to be conducted before the start of any project, identifying the level of risk and the required minimal controls.

- Bribery and corruption effectiveness assessments are conducted according to the Risk assessment and are to be embedded within the project monitoring and evaluation and be kept confidential. The Anti-Corruption focal point is a staff involved with monitoring and can carry out these findings without breaking confidentiality.
- Corruption Assessment tools include Random sampling of beneficiaries, random sampling of suppliers, interviews with key informants, stock reports analysis, cash balance analysis, and analysis of justification documents, relationship and conflict of interest mapping, analysis of targeting and allocation systems, verification of beneficiary data, analysis and cross verification of incident reports, loss analysis.
- Complaint, and Feedback mechanisms need to be sensible enough to be able to receive and handle first instance disclosures in a safe and dignified manner.
- Hope Spring For All Nations will reject donations from unlawful and unethical sources, and it is obliged to fill basic information forms on each funding partner to ensure funding complies with anti-terrorism, data protection, and anti-corruption policies, the humanitarian principles, and the strategic vision of the organization.

11. Strategic Comments:

HSFAN will continuously review and update its anti-bribery and corruption measures in response to changing regulations and emerging risks. Strategic comments and recommendations for policy improvements are encouraged by all stakeholders to enhance the effectiveness of our anti-corruption efforts.

-The management must ensure that all HSFAN personnel understand and comply with this policy and the Administrative Procedure Manual, and the related standards of conducting and supporting policies. To implement this policy and ensure the protection and welfare of those we serve and HSFAN personnel in general, the management commits to:

- Reference checks are to be conducted with all short-listed staff as part of HSFAN's Human Resource practice. Basic bribery and corruption questions are to be asked during this reference check.

- All new recruits are expected to submit a certificate of non-conviction.

- A copy of this policy is to be handed to new staff within their orientation week (first week of contract), after reading, the staff will sign Annex 1. Acknowledgement of understanding this process is overseen by the heads of department.

- Bribery and corruption training is incorporated in induction materials for new personnel by the heads of department.

- Bribery and corruption refresher training is incorporated in all workshops organized by HSFAN and a specific bribery and corruption refresher training is conducted under the leadership of the CEO

12. Partnership:

HSFAN expects all partners, including contractors, suppliers, and collaborators, to adhere to similar anti-bribery and corruption standards. Contracts and agreements with partners will include clauses requiring compliance with HSFAN's anti-corruption policies.

-HSFAN will ensure all partnership agreements (service providers, associations, NGOs, grantees) incorporate this policy or provide proof of their own anti bribery and corruption policy.

- All partnership agreements need to include the appropriate language requiring contracting entities and individuals, and their employees and volunteers to comply with this Policy and expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against bribery and corruption, to investigate allegations thereof, or to take corrective actions when bribery and corruption has occurred, shall constitute grounds for HSFAN to terminate such agreements without compensation.

13. Confirmation and Amendment:

This policy is presented and approved by HSFAN's Board of Directors. It will be reviewed periodically and updated as necessary. All changes to the policy will be done by Board of Director and communicated to staff, volunteers, and relevant third parties. Confirmation of understanding and compliance with the policy is required from all individuals and entities associated with HSFAN.

Approved and ratified first version: 1/08/2022

Updating, approval and ratification:

HSFAN'S Board meeting 05 January 2024

JANET SAMA ALOBWEDE

ceo



Annex 1

Certification of Having Read and Understood HSFAN's Anti-Bribery and Corruption Policy**

I, the undersigned, certify that I have received, read, and understood the Anti-Bribery and Corruption Policy of Hope Spring for All Nations (HSFAN). I agree to adhere to the standards and requirements outlined in the policy.

Name: _____

Position: _____

Signature: _____

Date: _____

This policy is effective as of January 2024 and supersedes any previous anti-bribery and corruption policies or related documents issued by Hope Spring for All Nations.