



Anti-Corruption Policy

Garib Unnayan Sangstha (GUS)

Website: www.gus.org.bd

February, 2018

1. Objectives

1. To restrict the scopes and opportunities of corruption in different sectors, all programs and activities of GUS. This policy will cover all GUS offices including the Principal Office, all branches, and program-project offices.
2. To ensure honesty and morality in all GUS activities. GUS practices Zero Tolerance regarding corruption and it has strong position against corruption.
3. GUS respects all the government laws, policies, rules-regulations on bribery and corruption. GUS is committed to guide, obey by the existing government laws.

2. Definition

Corruption: Any administrative or financial activities just for personal gain and gain implanted/done violating organization rules and policies will be treated as corruption. Providing any unlawful benefits, providing any scopes-opportunities to gain benefits to any individual, organizations for personal interest, which is also violation of organizations rules and policies, is also corruption. Intention, initiative of such activities will also be treated as corruption. Nepotism, biasness just for personal interest, activities enveloped with personal intentions, discrimination to anyone or to any organization just for personal consideration of benefits, ego will also be treated corruption. Creating an environment in favor of corruption, where the scopes, opportunities and risks of corruption can be created, where nepotism, discrimination, biasness can take place is also corruption. Individuals, groups and organizations implementing activities with GUS support **will** also be covered with this same policy.

3. So far identified organizational activities vulnerable to corruption

- a. Purchasing or collecting commodities and services
- b. Receiving and providing grants from and to individuals and organizations
- c. Receiving and providing gifts from and to individuals and organizations
- d. Collecting savings and loan installments and providing loans

4 Initiative to address these vulnerabilities

- a. Introduction of this Anti-Corruption Policy
- b. Organizing a workshop to identify other serious risks
- c. Organizing special training for senior staff

5 Scope of this policy

This policy is applicable to all regular, contractual temporary staff, volunteer, honorary staff.

6. Hospitalities and Gifts

Providing hospitalities and gifts to anyone or to any organizations or receiving hospitalities and gifts from anyone or from any organizations with a pure and honest intention will not be condoned by this policy. The following activities will not be treated as corruption: a. ' Receiving or providing gifts to anyone or to any organization with the approval of the supervisor, but giving or receiving cash money will not get exemption seminar etc.

7. Prohibited Activities

- a. Making any transaction, providing gift or hospitalities and giving commitment of doing against which there are possibilities of getting immoral, illegal personal benefits.
- b. Receiving gifts, service or anything against commitment of providing him or them illegal facilities or services.
- c. Receiving cash or gifts from any vendor, or any person-organization with whom/which GUS has monetary relation.
- d. Providing special facilities to any colleague taking bribe, cash or gifts
- e. Any activities that breach this policy

8. Duties and Responsibilities of Staff

- a. All staff must read this policy, they should have clear understanding on this. They have to abide by this.
- b. If there is any corruption happened, if any environment for corruption is happened, if any space is created for corruption, if there is any doubt of corruption, staff should immediately inform management. Hiding any information about corruption even knowing that is also a corruption and it will be treated as violation of this policy.
- c. Management action can be taken against those who violate this.

9. Collection and Preservation of Information

- a. Information and documentation of all transaction, bills-vouchers should be collected and preserved properly
- b. Information of gift received from outside should be preserved
- c. All accounts, bill-vouchers, information of professional communication should be preserved.

10. Reducing risks of corruption

- a. Any staff or any stakeholder can inform management about any incidence of corruption. If any environment for corruption is happened, if any space is created for corruption, if there is any doubt of corruption, GUS staff or stakeholder can communicate directly with management.
- b. To communicate with GUS e-mail, telephone or any other communications can be used. GUS complaint response mechanism policy, Right to Information policy can be used for Implementation of this policy.

11 Protection and confidentiality of whistle blowers

11.1 Here it is noted that the organization shall ensure full protection of the complainant. By no means the name of the complainant shall be disclosed but could do it only taking the approval from the complainant. While discuss, never squeeze the complainant in a way that pretend to defame or harass him/her.

11.2 If any complaint is proved false, fabricated or intentionally registered then administrative action shall be taken against the complainant under the HR policy manual.

11.3 If the complainant encounter any professional, personal or any other loss for submitting a complaint, according to the Complaint and Response Mechanism (CRM) Policy, s/he too could inform or write the matter to the Executive Director or Executive Board for a remedy.

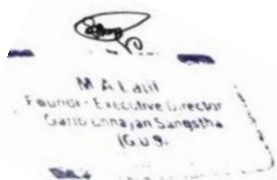
11.4 After leaving this organization, if a staff feels s/he has been a victim professionally or otherwise for submitting a complaint related to Sexual Exploitation and Abuse (SEA), according to Complaint and Response Mechanism (CRM) Policy, s/he too could inform or write the matter to the Executive Director or Executive Board for a remedy. But it must be done before his/her settlement of final payment. If the person is a program participant, member or stakeholder, s/he should do it within 15 days of his/her victimization.

12. Approved by BoT, effective date and monitoring

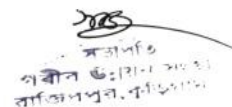
This policy has been approved unanimously in the 102th BoT meeting held on 05 March, 2018 and be effective in no delay. Assistant Director-MEL&HA will monitor the implementation progress of this policy in the organization.

13. Review of this policy:

his policy can be reviewed with the significant changes made in the national and international laws, policies, human rights declaration.



Md. Abdul Latif
Executive Director
Garib Unnayan Sangstha (GUS).



Md. Sajedul Islam
Chairperson - Board of Trustee
Garib Unnayan Sangstha (GUS)

The Garib Unnayan Sangstha (GUS) works with the helpless – To overcome poverty and sorrow.

Garib Unnayan Sangstha (GUS) Full Member of Core Humanitarian Standard (CHS Alliance).

