



Guidelines Against Corruption

Foreword

Corruption is one of the most significant worldwide obstacles to development and hence must be seen not only as a moral problem, but also as an economic one.

Every Euro that falls victim to corruption is lost to the effort to achieve the humanitarian, social and educational aims set by Kidshelp Kambodscha eV and Kidshelp Cambodia – England [Kidshelp]. Corruption distorts fair competition and makes for decision making, which is no longer aimed at promoting the common good, but serving selfish personal interests.

Kidshelp regard these guidelines as a self-imposed commitment designed to avoid and actively, combat every kind of fraud and corruption in areas of their work at home and abroad.

Definition of Corruption

Corruption as defined in these guidelines is understood as "the misuse of power for private advantage." Examples are: offering, giving, demanding or receiving gifts, loans, rewards, commission payments or any other form of benefit or advantage to or from a third person as an inducement to perform an act which, in the normal course of business may be regarded as unfair, illegal, or a breach of confidence. Among others, the following crimes fall into the category of corruption: paying or accepting bribes, granting, or receiving favours, fraud and embezzlement, agreements that limit open competition, and money laundering.

Aims and Applicability

These guidelines constitute the fundamental principles and commitment of Kidshelp to act with integrity and responsibility, in conformity with the law, following high ethical and moral standards. In their work Kidshelp connect the following goals with these guidelines:

- To prevent and actively combat corruption. This applies equally to Kidshelp and their field of activity as well as to their project partners and project leaders in their fields of activity,
- To firmly establish integrity as an essential element in the fundamental principles of Kidshelp, their partners and project organisers. It is the personal concern of all members of the staff of Kidshelp to preserve and protect it.

These guidelines can only achieve their aims when they act as the essential basis of co-operation with project partners and project leaders. For this reason the principles, rules and procedures laid down in these guidelines are binding on:

- The staff of Kidshelp
- The staff of all project partners and project leaders supported by Kidshelp
- Any other person employed by or working on a freelance or service basis for Kidshelp
- Member of the Boards of Kidshelp as well as those working in an unpaid capacity for Kidshelp



Guidelines Against Corruption

The principles, rules and procedures laid down in these guidelines will be included in appropriate form in all the respective contracts of employment, free-lance and service contracts as well as in our project agreements.

Principles

Protection against Corruption

We respect and emphasise the rights of all people to be protected against the practice and effects of corruption. This protection is to be accorded regardless of gender, skin colour, religion, culture, education, social status, or nationality.

- *Transparency*

The greatest possible transparency will be guaranteed with regard to decision-making processes, the planned and actual use of resources, and the setting and achievement of goals. This commitment also means that, on the one hand, project partners are to inform their target groups about the goals they have set, budgets, and the results they have achieved, and, on the other, provide Kidshelp with full and honest reports on the funding received and the use to which it has been put.

- *Loyalty*

All directly employed or contract staff of Kidshelp will act with loyalty towards the concerns and interests of Kidshelp. This includes constructive criticism which is to be brought forward in the appropriate form. Should indications or rumours be directed against members of staff, they may expect, for their own protection, their employer to examine, analyse and assess them with all due care.

- *Confidentiality*

All sensitive data and information learnt in the course of operations is to be treated as confidential. The protection of all personal data is guaranteed.

- *Participation*

We regard the principle of participation in co-operative development work as an obligation: meaning that the target groups who are to benefit are to be accorded reasonable opportunities to express their views and have their share in constructing programs and projects. Members of Kidshelp are also to be involved in decision-making processes in line with their responsibilities and tasks.

- *Expose corruption*

Every type of corruption, whether direct or indirect, is prohibited. Everybody has the right and the duty to refuse to become involved, against his or her will, in activities which they suspect to be corrupt. Every corrupt activity of which they may be a witness, or a victim is to be reported in the appropriate form to their superiors.

- *Reporting*

Partners and project organisers funded by Kidshelp are to provide truthful, clear and transparent reports on the work carried out.

In addition, the sources of finance and the purposes for which funding is used are to be set out in detail, and as a rule checked yearly by a professional person not involved in the project.



Guidelines Against Corruption

- *Compliance with the law*

Kidshelp and their partners and project organisers commit themselves to comply in their activities with all relevant civil and criminal law. This applies in equal measure to regulatory statutes as well as to (internal) rules and regulations.

- *Active and Passive bribery*

It is not permitted, directly or indirectly, to offer bribes, or gifts or favours. Offering or accepting gifts, entertainment or expenses is forbidden when these may influence the transaction of business or the approval of projects and exceed reasonable and appropriate amounts.

We permit low-value tokens of esteem or small gifts for guests presented during project visits whose refusal would offend against local standards of politeness. Any gifts accepted should be for the benefit of the community. Invitations to dine, provided they fall within the customarily accepted limits, are also permitted.

The payment of bribes or other financial inducements with the purpose of speeding up or ensuring the performance of an official administrative act to which an entitlement exists is prohibited for Kidshelp as well as for their project partners and organisers.

- *Conflicts of interest, personal and financial connections*

Working or business connections may not be used to gain private advantage. To avoid conflicts of interest, the spheres of work and private life are to be strictly separated at all times. Combining official journeys with private travel is generally not allowed. Exceptions may be decided upon by the Board or Executive Council on presentation of an explanatory application.

The employment of relatives or close acquaintances may only be permitted when such persons have gone through the usual, transparent, and objectively valid, application and selection procedures.

- *Internal Controls*

Funding approvals, payment instructions, project agreements or project awards, are subject to control system operated by Kidshelp. In addition the relevant internal controlling systems will ensure that operating procedures are properly carried out, and that laws, standing orders and internal regulations are duly followed.

The audit of project accounts of the partners and project holders as well as the financial and technical reports submitted respective to the use of funds is done by the staff members or persons appointed by Kidshelp, who are familiar with the specific and local requirements of the project accounting.

- *Internal systems*

The controlling of the project partner's and project organiser's project accounts as well as the itemised report on the use of funds will be conducted by the staff of Kidshelp who are familiar with any special local circumstances pertaining to project accounting.

- *Annual Controlling*

The activities and financial probity of Kidshelp shall be audited annually. Criteria are properly conducted accounting, financial statements, detailed financial reports and project reviews, and shall be reviewed and approved by auditors.



Guidelines Against Corruption

An inspection by employees or a person authorised by Kidshelp to do so is also possible at any time.

- *Cost effectiveness achievement of goals*

The available resources (funding, staff, and assets) are to be directed to achieving the project goals and used with the optimum efficiency. Should this not be the case and resources not be used efficiently, this is to be reported to superior authorities so that they may put a stop to the potential waste of resources as soon as possible.

Sanctions

In the case of a violation of the above code of conduct, disciplinary and measures or contractual sanctions will be implemented (written warning, giving notice, termination of project co-operation etc). Should any crime have been committed the appropriate legal steps will be taken.

In the event of corruption in a partner organisation, Kidshelp reserve the right to make the facts public and to warn others against any co-operation with the organisation concerned.

Concluding remarks

The Kidshelp Child Protection Policy and Code of Conduct should be read and understood in conjunction with these Guidelines against Corruption.

Place, Date

Nanette Langfeldt (Chair of the Board of Kidshelp Kambodscha eV)

Place, Date

Patrick Byron (Chair of the Board of Kidshelp Cambodia – England)