

ANTI-CORRUPTION **POLICY**



SRIJAN FOUNDATION
Creating a better world for women and children

10/9/2017
Srijan Foundation

ANTI-CORRUPTION POLICY

The Anti-Corruption Policy (the 'Policy') of Srijan Foundation, Hazaribag has been developed in accordance with Code of Conduct, values, charters, policies, rules and regulations adopted by organization and in conformance with the legal and statutory framework of Anti-Corruption Legislation prevalent in India.

The Policy reflects the commitment of Srijan Foundation and its management for high ethical standards doing open and fair activities for improving the organization culture, following the best practices of NGO governance and supporting the organization reputation at the appropriate level.

1. PURPOSE AND OBJECTIVE

I. The aims and objectives of the Policy are:

- ✓ To initiate the steps to eliminate corruption risks in the activities of the organization by setting out clear guidelines.
- ✓ To encourage organization's members to be vigilant and to act diligently in good faith.
- ✓ Monitoring and investigating instances of alleged corruption.
- ✓ Taking firm and vigorous action against any individual(s) involved in corruption.
- ✓ To minimize the risk of involvement of members in corruption related activities.
- ✓ To form a common understanding for all stakeholders that Srijan Foundation prevents the corruption in any form.
- ✓ To summarize and explain the key requirements of Indian anti-corruption regulations (as and when applicable to Srijan Foundation); and
- ✓ To set responsibility for the members of Srijan Foundation to know and comply with the principles and requirements of the Policy, the key rules of the applicable anti-corruption laws, as well as adequate procedures to prevent corruption.

2. SCOPE

The Policy would be applicable to:

1. All members subject to direct/in-direct relation with Srijan Foundation (including vendors, Interns, part-time workers, contractors or consultants),
2. Partners and Representatives or any other persons/individuals, who may be acting on behalf of Srijan Foundation.

3. KEY PRINCIPLES

1. The Members of the Board of Directors, the President, the Board members and Senior Managerial Personnel of Srijan Foundation are form the ethical standard of uncompromising attitude to all forms and demonstration of corruption at all levels setting the example by their own behavior.
2. The Policy is available on the organization website openly expressing its opposition to corruption; welcomes and encourages compliance with the principles and requirements of the Policy by all contractors, employees, associated parties/ companies, its managerial bodies and other persons.
3. Srijan Foundation is committed to adhering to organizational values, being fair, impartial and objective in decision making and demonstrating transparency and accountability in organizational behaviors to diverse stakeholders.

4. APPLICABLE ANTI-CORRUPTION LAWS AND KEY PROVISIONS

The applicable Anti-Corruption Laws under the Indian Statutory Framework are as follows:

1. Indian Penal Code, 1860,
2. Prevention of Corruption Act, 1988,
3. Prevention of MoneyLaunderingAct,2002,
4. Right to Information Act, 2005,
5. Central Vigilance Commission Act,
6. Lokayukta Acts of States, and
7. Any other Act/statutes as maybe notified by the Government of India from time to time

Definition:

Corruption is a form of [dishonest](#) or unethical conduct by a person entrusted with a position of authority, often to acquire personal benefit. Corruption may include many activities including [bribery](#) and [embezzlement](#), though it may also involve practices that are legal in many countries.

In India, "corrupt practices" will be considered-giving or receiving bribes, intermediation in

giving or receiving bribes, malpractice, misuse of official authority, commercial bribery, facilitation payments, illegal use of the official position by a person to receive benefits in the form of money, property or other assets, services, and any rights to himself or to other persons or illegal provision of benefits or rights by other persons.

In view of the above, all the members of Srijan Foundation are strictly prohibited, whether in/directly, personally or through the mediation of third parties, to be involved in corrupt activities, offer, gift, promise, request and receive payments or make payments to simplify administrative, bureaucratic and other formalities in any form including cash, valuables, services or other benefits to any person or from any persons or organizations, including government and local authorities, government officials, private companies and its representatives.

5. RESTRICTED PRACTICES

Illustrative list of acts/practices which are restricted/ prohibited under the policy framework is given below:

1. Dishonest mis-appropriation of property/money.
2. Criminal breach of trust.
3. Cheating.
4. Receiving or giving bribe.
5. Embezzlement of fund for personal sake.
6. Acceptance/ giving of Gifts over and above the extent and the manner as allowed here under:
 - Gifts and representative expenses including the hospitality expenses which the employee may provide on behalf of the organization to the individuals or organizations, or which the employees may receive in connection with their work in the organization from other persons and organizations, must meet a set of five criteria mentioned below:
 - a. To be directly related to the legitimate activity of the organization, for example, a presentation or completion of project(s), or the successful execution of contracts, or either with common holidays such as the Christmas, Diwali, New Year, International Women's Day, anniversaries, birthdays;
 - b. To be reasonable, proportionate and not be a luxury;
 - c. there should not be any hidden fee for the service, act, omission, conniving, protection, provision of rights, making of certain decision on transaction, agreement, license, permit, etc. or attempt to influence the recipient to indulge in any illegal or unethical activity;
 - d. not to create a reputational risk for the organization, employees, and other persons, in case of disclosure of information on gifts or representative expenses;
 - e. Not to be in conflict with the principles and requirements of the Policy, the Code of Ethics, other internal documents of the Company and the rules of

applicable law.

- Gifts on behalf of the Company, its employees and representatives to third parties shall be subject to the Gift Policy of the Company.
7. Charity in order to obtain commercial advantages.
 8. Participation/Contribution in/to Political Activities, under the name or banner of the organization.
 9. Payment of any costs to government officers and the irrelative (or in their interests)in order to obtain commercial advantages, and any other unethical act or omission.
 10. To use partners, agents, joint ventures, intermediaries, or other persons for any actions that are contrary to the principles and requirements of the Policy or the rules of the applicable anti-corruption laws.

6. IMPLEMENTATION AND COMPLIANCE

The policy would be implemented by order of the President of Srijan Foundation. It is sole responsibility of the employees (including all persons/ officials covered under the Policy) to abide by the Policy and to restrict their actions/ conduct within the set framework of the Policy.

The compliance with the principles and requirements of the Policy by the employees would be taken into account during the course of their appraisal and sanction of promotions.

7. REPORTING AND ACTIONS

Any violation/ non-adherence of the Policy shall be reported to the respective supervisors/ unit-in-charge/ Project co-coordinator or directly to the Project Co-ordination Committee or to the Secretary in written. The complaint might be raised by any employee of the organization, who finds any kind of incoherence by any subject directly or indirectly related with Srijan Foundation.

In case any employee or any other person to whom this policy applies, is found to be indulged in corruption related activities, violation of any provisions of the Policy or any frivolous complaint, he/she may be subject to disciplinary action(s) including termination of services and such other administrative, civil or criminal action(s) as per the applicable statutes as mentioned in the Policy.

The Project Co-ordination committee (PCC) will submit its report on violations of the Policy, to the management on periodical basis and would be reviewed by the Committee at its meeting(s).

8. PROCEDURE FOR REPORTING OF VIOLATIONS

I. Reporting against Employees/ Officials/ Other Persons (including Partners/ Representatives)

When any employee or other persons doubt the legality or ethics of their actions or the action, in action, violation, deficiencies or proposals of other employees, contractors or other persons, who act on behalf of Srijan Foundation, they may report it by the following mode(s):

(a) [E-Mail:](#)

(b) Telephone: 7870935200 / 07677518520 / 07260815565

(c) Direct Reporting: to Vikas Kumar (chair person of PCC) or the secretary of the organization

The chairperson of PCC will communicate all violations to the respective Committee Members, which have been reported by the employees.

II. Reporting against Board Member(s)

In case of alleged corruption in respect of Board member(s), the violation(s) would be reported to the Secretary he shall take the appropriate action(s) as may be considered necessary.

It is the duty of the project coordinator, supervisor, unit-in-charge, PCC to take all reasonable steps to protect the identity of the person(s), who has/ have reported the violations. It is also their responsibility to take all reasonable steps to safeguard such information, which they come across during the reporting/investigation process, to use such information only for there as on it was supplied and not to share it with third parties, unless in compliance with applicable laws and regulations.

9. RESPONSIBILITY FOR FAILURE (IMPROPER FULFILLMENT) OF THE POLICY

The members of the Board of Directors, the President, the members of the Management Committee and employees of all functions of Srijan Foundation, regardless of position and designation, are personally responsible for compliance with the principles and requirements of the Policy, as well as the actions (in action) of their subordinates, who violate these principles and requirements.

10. TRAINING AND COMMUNICATION

All the employees shall receive regular, relevant training on how to implement and adhere to this Policy.

Srijan's zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors, agents and business and other partners at the outset of our relationship with the appropriate thereafter.

11. AMENDMENTS

In case of identification of ineffective provisions of the Policy or related business processes of Srijan Foundation or in case of change of the requirements of applicable laws or in case of any other modification(s), which may be deemed necessary by the President/ Secretary, the Policy may be amended/ updated by issuing an order under the signature of the President/ Secretary.
