

UDDIPTO MOHILA UNNAYAN SANGSTHA

ANTI-BRIBERY POLICY

First Version: 2018

1	Introduction	3
2	Policy Statement	3
3	What is bribery?	3
4	Facilitation Payments	3
5	The Four Offences under the UK Bribery Act	Error! Bookmark not defined.
5.1	<i>Bribing another person</i>	Error! Bookmark not defined.
5.2	<i>Being bribed</i>	Error! Bookmark not defined.
5.3	<i>Bribing a foreign public official</i>	Error! Bookmark not defined.
5.4	<i>Failure to prevent bribery</i>	Error! Bookmark not defined.
6	Gifts and Hospitality	4
7	Staff Responsibilities	4
8	Managers responsibilities	4
9	Contractors, Partners and Suppliers	5
10	Declaration of Interests/Conflict of Interests	5
11	Political Donations	5
12	Queries	5

1. Introduction

Act

This document sets out UDDIPTO MOHILA UNNAYAN SANGSTHA policy, in general terms what the Act covers and the responsibilities of all employees and managers

2. Policy Statement

UDDIPTO MOHILA UNNAYAN SANGSTHA prohibits any individual employee, agent, or other person or body acting on its behalf, from offering, giving, soliciting, or accepting any bribe (whether cash or other inducement), to or from any person or company, wherever they are situated and whether they are a public official or body or a private person or company; in order to gain any commercial, contractual or regulatory advantage in a way which is unethical, or in order to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

This policy is not meant to prohibit the practice of providing normal and appropriate hospitality that is proportionate and properly recorded.

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to the line manager before proceeding further. If necessary, guidance should also be sought from the competent authority of UDDIPTO MOHILA UNNAYAN SANGSTHA.

3. What is bribery?

Very generally, this is defined as giving someone a financial or other advantage to encourage that person to perform their functions. So this could cover seeking to influence a decision-maker by giving some kind of extra benefit to that decision maker rather than by what can legitimately be offered as part of a tender process.

Examples (not exclusive) of bribes might include:

- A Cash payment or inappropriate gift, including meals.
- An introduction to an influential or famous person.
- The offer of a job or contract to family member or friend.
- The provision of enhanced medical or education opportunities.

UDDIPTO MOHILA UNNAYAN SANGSTHA values its reputation for ethical behaviour and for financial honesty and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. It aim therefore is to limit its exposure to bribery by:

- Setting out a clear anti-bribery policy;
- Training all employees so that they can recognise and avoid the use of bribery by themselves and others;
- Encouraging its employees to be vigilant and to report any suspicion of bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately;
- Rigorously investigating instances of alleged bribery and assisting the police and other appropriate authorities in any resultant prosecution;
- Taking firm and vigorous action against any individual(s) involved in bribery.

4. Facilitation Payments

Whilst they may not be regarded as bribes, UDDIPTO MOHILA UNNAYAN SANGSTHA is opposed to any forms of Facilitation Payments. The Facilitation Payments are payments made to officials, or other individuals, to bring forward, rather than influence a decision.

If a member of staff is asked to make such a payment as part of their work for UDDIPTO MOHILA UNNAYAN SANGSTHA they should:

- Politely decline to make any such payment and explain that this is the policy of UDDIPTO MOHILA UNNAYAN SANGSTHA.
- Report the incident to their Line Manager who will decide how to proceed, in terms of achieving the desired outcome and raising the issue to the appropriate authorities, in consultation with more senior staff if appropriate.

In no circumstances will UDDIPTO MOHILA UNNAYAN SANGSTHA refund to a member of staff any Facilitation Payment they have made during the course of their work.

5. Gifts and Hospitality

Staff must use their discretion when offered gifts and hospitality from other people. Only gifts and hospitality in value under BDT 0000 are allowable. In addition, each staff members and partner, when considering whether or not to accept even a lower value gift must determine the purpose for which it is being made. If there is any suggestion or concern that it is an attempt to gain favourable treatment in the future, or it is being offered in return for what maybe construed as favourable treatment in the past, they must decline. They must also consider if the offer is proportionate to a genuine display of friendship and if declining the offer may cause offence to the person making it.

Where possible, staff should consult their Line Manager before accepting any gifts or hospitality and if this is not possible they must declare if afterwards. A record of all gifts and hospitality, indicating the value, should be maintained within each country office and this should be reviewed as part of an audit process.

6. Staff Responsibilities

The prevention, detection and reporting of bribery is the responsibility of all staff and Board Members. The requirements of the Finance Manual should always be followed. Suitable channels of communication by which staff or others can report confidentially any suspicion of bribery will be maintained via the Whistle blowing Policy.

If any member of staff is offered, directly or indirectly, a bribe, or is asked for what UDDIPTO MOHILA UNNAYAN SANGSTHA considers to be a bribe, they should refuse and report the incident in writing to their Line Manager at the first possible opportunity, latest within three working days.

The only circumstances in which a member of UDDIPTO MOHILA UNNAYAN SANGSTHA staff may pay a bribe is where they genuinely believe that a failure to do so will cause a risk to the life, health or liberty of themselves or another associated person. Such cases will be extremely rare. If such a payment is made they must report their action immediately to their Line Manager who in turn will ensure that the appropriate authorities are made aware of the particular circumstances. A formal investigation will then be completed.

If any member of staff believes that bribery has taken place or is planned, they have a duty to report this to the appropriate person, using the protections provided by the Whistle Blowing Policy.

Failure to comply with this policy is likely to constitute a Disciplinary Offence and could be regarded as Gross Misconduct, which can lead to summary dismissal.

7. Authority responsibilities

Authority must ensure that all members of their staff are aware of the purpose of this policy and the procedures associated with it.

Authority must advise their staff, using their own best judgement or seeking further counsel if necessary, if they seek guidance on an issue associated with this policy, such as whether or not to accept a gift or hospitality.

Authority must investigate any report or allegation of bribery made by a member of their team and seek further advice and support if the allegation is sufficiently serious.

Authority must keep a record of any gifts and hospitality accepted by their team members.

8. Contractors, Partners and Suppliers

A statement indicating that UDDIPTO MOHILA UNNAYAN SANGSTHA has a zero tolerance approach to the acceptance and offering of bribes should be included in any tender documentation and in contracts for the purchase of goods and services.

The Procurement Policy will outline in more detail how the process for the purchase of goods and services is to be applied.

Every effort should be made to ensure that partners and other agencies involved with UDDIPTO MOHILA UNNAYAN SANGSTHA have a similar zero tolerance approach to bribery.

9. Declaration of Interests/Conflict of Interests

All staff have a duty to declare any interest they have that might be in conflict with those of UDDIPTO MOHILA UNNAYAN SANGSTHA, including any relationships with organisations or individuals who are seeking to provide services for UDDIPTO MOHILA UNNAYAN SANGSTHA. More details are provided in the Procurement Procedure.

10. Political Donations

Bangladeshi NGOs are not allowed to make donations to political organisations or individuals involved in political campaigns. Hence, such payments are not allowed and should not be made by any political organisation.

11. Queries

If you have any queries about this policy, please contact your line manager in the first instance.