

## Directive on Combatting Corruption & Mismanagement

### Purpose, definition and field of application

#### **Purpose:**

In order to assure the careful handling of donations and funding and in order to maintain and expand the trust that beneficiaries, donators, institutional sponsors and employees/co-workers put in us, **Jugend Eine Welt Österreich – Don Bosco Entwicklungszusammenarbeit** undertakes efforts in multiple ways. Professional project management, control systems and mutual accountability guarantee that responsibility for projects is ensured at all levels and that the help of Jugend Eine Welt reaches those designated for it.

Conscious, that corruption is a deceitful form of thievery disadvantaging the poor, corruption is strictly forbidden within Jugend Eine Welt. This directive has been enacted in order to inhibit any form of corruption.

#### **Definition of corruption:**

Jugend Eine Welt defines corruption as abuse of entrusted power and resources for private gain.

**Special forms of corruption** are fixed as elements of a crime in the criminal code – in Austria those are:

- Coercion (Nötigung, § 105)
- Bribery (Bestechung, § 168d)
- Gifts (Geschenkannahme, § 304 and 306a)

**Other forms of corruption** might be

- Defalcation of project recourses
- Inadequate use of project recourses, for private purposes
- Nepotism and sale of office
- Exploitation of professional positions for private purposes (preferential treatment, accelerated corruption)

#### **Field of application:**

The directive in hand applies to all employees of Jugend Eine Welt and to persons who work and act on behalf of Jugend Eine Welt. The directive is part of contracts for the implementation of projects agreed on with the partners.

## 2. Obligation

Employees of Jugend Eine Welt are obligated to apply their consigned resources and competences dutifully and to fulfil their assignments in a reliable, trustworthy, effective, purposeful and economic way. Any form of corruption is forbidden.

## 3. Proceedings, rules

### **Analysis of risks, prevention:**

The managing director of Jugend Eine Welt, divisional heads and all employees analyse their working areas concerning corruption and mismanagement risks on a regular basis and implement preventive actions at different levels.

- Considering personnel selection, it is necessary, after examination of the record, to check that the new employee is not subject to any special social or other dependencies, which could lead him/her to corruption.
- Contracts with partner organisations and subcontractors contain adequate agreements in order to minimize the risk of corruption. There are actions taken against breaches.
- Decisions on project financing as well as continuous project monitoring contain an analysis of corruption risks.

### **Internal inspection measures:**

The management of Jugend Eine Welt assures that internal inspection measures are met. Existing control and inspection measures are perpetually advanced. Internal inspections serve to find out about cases of corruption and mismanagement as early as possible.

### **Internal registrations for cases of suspicion (whistle blowing):**

The management assures a working atmosphere, where employees can report potential cases of fraud and corruption. Persons, who report suspicions in good faith, should not be affected in any case by disadvantages.

Employees are obligated to report their justified suspicions on corruption or fraud to the superior level. Employees know about the stages of appeal within Jugend Eine Welt and they are able to address the next level, in case of non-observance of their report by their superiors.

Suspicious on corruption and fraud can be reported anonymously in written form to the superior level. An adequate report should contain the following minimum information:

- Full name(s) of the suspect(s)
- Observations that led to the suspicion
- If available: any documentation that could help the investigation of the incident(s)

### **Inspection of cases of suspicion:**

When a suspicion is reported to the superior, she/he has to inform the managing director immediately. The managing director informs the divisional head in question or the partner organisation. The managing director initiates an examination, which is appropriate to the case's context and its extent. The organs in charge of the examination act in an independent and impartial way and, concerning matters abroad, they report back to Jugend Eine Welt.

The managing director arranges a suspension for the employee who is suspected, for the time of examination. The suspension is not a disciplinary measure, but has the goal of facilitate the examination.

### **Proceedings in case of breaches:**

In case of confirmation of the suspicion that the employee has committed corruption, sanctions are imposed and – where appropriate – legal steps will be taken.

- In case of minor breaches: Censure, in case of recurrence discharge.
- In case of major breaches: Leave of absence of the employee and dismissal. The sanction has to be announced and implemented by managing director. The board members have to be informed about this action.
- In case of breaches, which are committed by employees of the partner organisation: The partner organisation's organs in charge have to be informed by the managing director. Accordant measures of the partner (for example: the implementation of an impartial investigative commission) have to be documented. In case of an inadequate reaction of the partner organisation cooperation has to be adjourned.

## **4. Instruction of employees**

The managing director and the heads of division have to attribute adequate signification to the prevention of corruption within their management functions. They assure, that all employees are sensitised to the topic.