

# ALEF's Anti-Corruption Policy

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## Definition

ALEF's fundamental values are based on the view that all people are unique and have equal value. Any form of oppression infringes upon that unique value. Corruption is a form of oppression or misuse of power that does not respect human dignity. ALEF, Adult Learning and Empowerment Facilitators (ALEF) defines corruption as: *the misuse of entrusted power or position of an individual or a group for their unwarranted benefit*. Corruption encompasses, inter alia, offering and receiving bribes, favouritism/nepotism, blackmailing, facilitation payments, partiality, embezzlement and fraud.

## Purpose

This Anti-Corruption Policy describes ALEF's approach to corruption and how the effort of fighting corruption is to take place. The purpose of the policy is to increase the awareness of corruption, encourage precautions, impede mistakes and create an organisational culture, in which the risk of corruption is considered in all activities.

## Incentive

Corruption constitutes a serious threat to social and economic development, and it particularly affects the poor. Poor societies are, in addition to being poor, often affected by a weak and undemocratic state which often fails to respect the Rule of Law. In such a state, corruption may lead to the deterioration of basic security and public services. Fighting corruption therefore means using funding properly and contributing to combating poverty, societal security and development in all ALEF's countries of operation.

## Scope

The target group of this Anti-Corruption Policy is the ALEF board, ALEF employees, ALEF volunteers, ALEF consultants, local partner board, local partner employees, local partner volunteers, local partner consultants and all other individuals, partners and actors engaging in a collaboration with ALEF. All activities funded by ALEF are to be guided by this policy.

## Responsibilities and measures

No person or organisation cooperating with the association ALEF, Adult Learning and Empowerment Facilitators, neither Board member, ALEF staff or partner organisations, may use their position in the organisation for inappropriate personal gain, or in order to gain benefits for related persons, for their own business or for other personal purposes. Those who violate this rule will immediately be separated from the activities of the association. If embezzlement of granted funds or any other type of corruption takes place within a partner organisation, the cooperation with this partner will be suspended.

All targeted by this Policy are not to supply, request or accept any form of gift or service that can be defined as a bribe/corruption (based on the value of tax-free gifts to employees at Christmas stipulated by the Swedish tax authorities). Corruption is not acceptable in any interventions financed by ALEF in Sweden or any of the countries it cooperates with.

Corruption is often discovered by an individual who reacts to warning signals. These signals are often subtle and difficult to interpret. For this reason, it is important that they are examined by more than one person. Everyone targeted by this policy are obliged to report to ALEF if they detect any suspected or

confirmed corruption. The reporting of suspicions should be handled in accordance with *ALEF's Whistle Blowing Policy*. As a result of the reporting, proper measures will be taken. The report, the consultation and the decision on which measures to be taken, should all be documented. The one who reports the suspicion of corruption is to be protected and offered anonymity and cannot be subject to retaliation or harassment.

If, following signals from someone targeted by this Policy, ALEF suspects corruption, an additional audit shall always be carried out as soon as possible, either by the ordinary auditor or by an audit firm that has not previously audited the organisation's accounts. After submitting the report and after having talked to those involved, ALEF makes a decision on how the case should be handled. If the partner organisation receives external funding, the external donor must be kept informed.

All ALEF employees must be familiar with ALEF's Anti-Corruption Policy and apply the Policy in their work. All persons contracted by ALEF must apply the Policy in their contractual assignment for ALEF. Local partner organisations are to apply the Policy wherever ALEF finances a project or a programme.