

# Anti-Bribery and Corruption Policy of Agrajattra

Develop : 2016

1<sup>st</sup> Edition : 2017



## AGRAJATTRA

*(An Organization for Integrated Social Development)*

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# **Anti-Bribery and Corruption Policy**

## **Introduction :-**

This Anti-Bribery and Corruption Policy represents AGRAJATTRA process and mechanism to deal with any forms to doing so lawfully, ethically and with integrity. As part of this commitment, all forms of bribery and corruption are unacceptable and will not be tolerated. It is a set of complete method that everyone who involved with the organizations what to do they should be concerned about the organization ethics. This policy ensures that any third party acting on the behalf of organization does not act corruptly in any kind of dealings with any other person. This anti-bribery and corruption policy of AGRAJATTRA sets out's to prevent acts of bribery and corruption. These policies and procedures have been designed to comply with legislation governing bribery and corruption on a global basis.

Adherence to the clear guidelines set out in this policy will ensure that the organization and its employees comply with anti-bribery and anti-corruption laws and governmental guidance. The policy reproduces the Board's wish to embed a culture of best practice in anti-bribery and anti-corruption measures, and enforcement of the policy will reduce the risk that the organization or any employee will incur any criminal liability or reputational damage. Control Risks' staff is expected to use their judgment not just to avoid malpractice but to promote good practice.

## **Definitions**

**Business integrity:-** *Business integrity* involves the application of the company's core values. The opposite of integrity is dishonest behavior, including corruption that could undermine Control Risks' reputation for fair dealing.

**Bribery Corruption:-** *Bribery*, in broad terms, is the receiving or offering of undue reward or anything of value and includes payments to secure a business advantage, financial or otherwise, to which the company is not entitled. Anything of value can be a bribe, including a gift in kind or some other favor such as an offer of employment to a relative of the person being bribed. It will involve the giver and the receiver in the improper performance of a personal, company or official responsibility.

**Corruption:-** can include graft, bribery, facilitation payments or other forms of improper business practice. It has the same attributes as set out under *Bribery* above. It can be summarized as the misuse of entrusted power or office, whether in the public or private sector, for private gain.

**Kickbacks:-** *kickback* arise when suppliers or service providers pay part of their fees to the individuals who give them the contract or some other business advantage.

**Facilitation payments:-** *Facilitation payments* are small bribes to officials with a view to speeding up routine governmental transactions to which the payer is already entitled. Examples include payments to speed up customs clearances and extra fees to officials to secure electricity connections.

## **2.1 Bribes and kickbacks**

- The organization does not take part in acts of corruption, or pay bribes or receive kickbacks either *directly* or *indirectly*.
- The organization prohibits its employees from engaging in acts of corruption, and from paying bribes or kickbacks to, or accepting bribes or kickbacks from, *public officials* and *private individuals* such as the personnel of companies with which the company does business.
- A typical example of *indirect bribery* would be a case where a organization employs a commercial agent to help it win a government contract. The agent is paid by commission based on a percentage of the contract fee, and part of that commission is passed on to a government official. The organization does not tolerate such practices in any form or wherever paid.

- It is the responsibilities of all employees who are involved at any time in engage the services of external consultants, suppliers or advisers to ensure that such individuals are made aware of the content of the organization's Anti-Bribery and Anti-Corruption policy at the outset of the relationship and on a regular basis thereafter.

## **2.2 Facilitation payments**

- The organization and employees will not make facilitation payments even if such payments are local practice or custom. The organization accepts that refusal to make illicit payments may lead to commercial delays, for example, in the processing of government papers, and that there may be a commercial cost to the company attributable to this policy.
- If organization employees encounter a demand for a facilitation payment, or think they are likely to do so, they should report the situation to their line manager without delay. Line managers will then ensure that the Regional Director is informed at the earliest possible opportunity.
- The organization recognizes that demands for facilitation payments are often backed by a form of extortion and that in exceptional circumstances resistance may not be feasible. An extreme example would be a demand for payment to secure an emergency admission into hospital. In such circumstances, the company accepts that staff will need to use their best judgment. Staff must report any incident where they feel forced to make a facilitation payment to their line manager at the earliest opportunity. The company will stand by employees who find themselves placed in exceptional situations provided that the employee has provided absolute transparency as to the circumstances surrounding a payment shortly after the incident has occurred.

## **2.3 Public officials**

- Bribing or corrupting a public official is a serious offense can carry severe penalties and can cause significant reputational damage. This policy provides detailed guidelines on gifts and hospitality. Approval must be secured in advance in relation to gifts or benefits received from or offered to public officials, particularly the giving of anything of value to a public official. Offers of internships to government officials or employees of state-owned enterprises must be approved in advance by the organization Senior Management & Executive Committee.

## **2.4 Gifts, hospitality and expenses**

- Organization employees may not offer to, or accept from, third parties, gifts, hospitality, rewards, benefits or other incentives that could affect either party's impartiality, influence a business decision or lead to the improper performance of an official duty.
- Similarly, they may not offer or accept cash donations.
- Organization employees may offer and accept 'reasonable' and 'proportionate' gifts and entertainment, such as dinner, theater parties or sporting events. In determining what is 'reasonable' and 'proportionate', employees should consider the value of the gift or benefit, as well as the frequency with which the same or similar gift or benefit is offered. In all cases they must ensure that the gift or benefit:
  - a. Is being given as an expression of goodwill and not in expectation of a return favor (a gift designed to secure a return favor could be seen as a bribe).
  - b. is commensurate with generally accepted standards for hospitality taking into account the norms for the industry/professional sector in which it is offered.
  - c. is being provided openly and transparently, and is of a nature that will not cause the Organization embarrassment if publicly reported.
- Complies with local laws and regulations, including the recipient's own rules (bearing in mind that government rules on offering and receiving gifts or benefit are often particularly tight).

- Meets the value limits set by the Organization and has all required approvals. In cases of uncertainty, employees must seek advice from their line managers.

If prior approval cannot be realistically obtained before the initial acceptance of a gift or hospitality, the employee must report and seek retrospective approval, or otherwise, at the required level as soon as possible after initial acceptance.

## **2.5 Personal conflicts of interest**

Organization & employees must avoid situations or transactions in which their personal interests could conflict or might be seen to be in conflict with the interests of the company. This includes: acting on any client information gained through their employment with the company for personal gain; passing such information to a third party; or acting in any way that could be construed as insider trading.

Conflicts of interest can arise if individuals have a personal interest in business dealings involving the Organization.

Personal interest can be direct or indirect, and refers not only to personal interests but to those of family members and friends. If there is a potential for conflict, the interests of the company must take priority.

Employees must disclose any personal conflict of interest or perceived conflict to their line manager. For Organization conflicts of interest see Conflicts of Interest policy.

## **2.6 Charitable donations**

As part of its corporate citizenship activities, the company may support local charities or provide sponsorship, for example, to sporting or cultural events. Any such sponsorship must be transparent and properly documented. The Organization will only provide donations to organizations that serve a legitimate public purpose, and which are themselves subject to high standards of transparency and accountability. Appropriate due diligence must be conducted on the proposed recipient charity and a full understanding obtained as to its *bonafides*.

## **2.7 Political activities**

The Organization has a policy of strict political neutrality; it does not make donations to any political parties, Organizations, or individuals engaged in politics. The Organization will co-operate with governments and other official bodies in the development of policy and legislation that may affect its legitimate business interests, or where it has specialist expertise.

Employees are entitled to their own political views and activities, but they may not use Organization premises or equipment to promote those views or associate their views with those of the company.

## **2.8 Business relationships**

The Organization expects its business partners to approach issues of bribery and corruption in a manner that is consistent with the principles set out in this policy. This requirement applies to agents, subcontractors and jointventure partners. In cases where the Organization is unable to ensure these standards, it will reconsider the business relationship.

### ***Agents, representatives and sub-contractors***

This policy applies with particular force to commercial agents, representatives and subcontractors. In many reported international corruption cases, agents have passed on part of their commissions as bribes. The company prohibits such practices.

In order to maintain the highest standards of integrity, employees must ensure that:

- They are fully briefed on the background and reputation for integrity of agents, representatives and subcontractors before hiring them. The company will conduct due diligence inquiries to review the integrity records of agents, representatives and subcontractors before entering a commercial relationship with them.
- The engagement process is fully documented; and that final approval of the selection of agents, representatives and subcontractors is made by someone other than the person selecting or managing the

relationship with them.

- Agents, representatives and subcontractors are fully briefed on the company's Anti-Bribery and Anti-Corruption policy, and have made a formal commitment in writing to abide by it.
- Fees and commissions agreed will be appropriate and justifiable remuneration for legitimate services rendered.

Once agreements have been signed, the company will continue to monitor its relationships with agents, representatives and subcontractors to ensure that there are no infringements of its Anti-Bribery and Anti-Corruption policy. Contractual agreements will include appropriate wording making it possible to withdraw from the relationship if agents, representatives or subcontractors fail to abide by this policy.

### ***Suppliers and contractors***

The Organization will ensure that the procurement procedure for appointing suppliers and contractors is open, fair and transparent. The selection of contractors will be based on an evaluation of professional merit, and not on personal recommendations.

The Organization will communicate its Anti-Bribery and Anti-Corruption policy to its suppliers and contractors, and it will expect them to abide by the principles set out in the policy when working on the company's behalf. If those principles are breached, the company will reserve the right to terminate the contract.

### **Accounts and Audits**

Control Risks' policies require employees to keep accurate accounts throughout the company's operations. In no circumstances will Control Risks' companies keep parallel accounts. Control Risks' regular auditing procedures will include a review of the local circumstances that may make particular offices or projects vulnerable to corruption, and the defenses and strategies that are in place to mitigate such risks. In some countries, demands for facilitation payments are a particular hazard. An assessment of the frequency of such demands, and the strategies to counter them, will be a regular part of the audit review.

### **Training**

The Organization will make this policy available on the Organization's intranet for all employees. An learning programme that encompasses the principles and approach to bribery and corruption adopted by the Organization will be made available to all employees and each employee will be required to confirm that he/she has undertaken the course within six months of its initial introduction or within six months of the employee joining the company.

Regular training will be made available to all business units in relation to anti-bribery and anti-corruption measures, and the details of the company's whistle blowing procedures will be disseminated throughout the Organization on a regular basis.

### **Monitoring**

The Monitoring Manager, Group of Internal Auditor/Finance at regular intervals, makes arrangements for audit of compliance with this policy on an office and function basis.

### **Summation**

The Organization and its employees are:

- Prohibited from offering, promising or paying a bribe of any kind;
- Prohibited from soliciting, accepting or receiving a bribe of any kind;
- Prohibited from giving or offering anything of value to a public official;
- Required to comply with the company's guidelines and authorization levels in relation to the giving and receipt of gifts and hospitality;
- Prohibited from making facilitation payments; and
- Required to complete due diligence into all agents, representatives, suppliers, contractors, joint venture partners and all those with whom a business relationship is established in order to enable the company to offer its services to its clients.