

## IRCT ANTI-CORRUPTION POLICY

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The IRCT is a global movement committed to providing high-quality health-based rehabilitation support to torture survivors and to working in an open and accountable way. IRCT has a zero-tolerance policy on corruption.

It is strictly prohibited for IRCT secretariat staff, associated personnel, members and governance (hereinafter: Stakeholders) to behave in a corrupt manner while carrying out work for the IRCT. No form of corrupt behaviour is compatible with the interests of the organisation, its aims, principles and purposes.

IRCT's anti-corruption policy provides guidance for how stakeholders must react when confronted with corruption and corrupt behaviour. The policy also establishes guidance on how to prevent, report and penalise corruption. It details how the policy is implemented at the IRCT.

The global movement was founded with respect for the independence of its members. At the same time, the IRCT has a collective interest in the performance of individual members and encourages all its members to follow this policy also for their own internal processes.

### What is corruption?

Corruption is defined as the abuse of entrusted power for private gain. Corruption is classified as bribery, fraud, embezzlement or extortion but does not necessarily need to involve money changing hands. It can also be the execution of services to gain an advantage such as preferential treatment.

Corruption undermines IRCT's core values and democratic nature.

### Anti-Corruption: rules of conduct

IRCT stakeholders pledge themselves to carry out their functions and regulate their conduct with the interests of the organisation. Loyalty to the aims, principles and purposes of the IRCT, as set forth in the IRCT Statutes and Guidelines, is a fundamental obligation. Many of the categories are also punishable crimes under Danish law.

#### 1. Conflict of interest

Conflicts of interest arise in situations where an individual has a private interest that may potentially affect or seem to affect the impartial and objective performance of their official duties. Private interests encompass personal gain and gains or benefits for family, relatives, friends and persons or organisations to whom there is or has been a commercial or political affiliation.

*IRCT staff, governance, and associated personnel must avoid conflicts of interests or potential conflicts between personal interests and interests of the IRCT. IRCT staff, governance, and associated personnel are prohibited from engaging in any outside activity that actually or potentially implies a conflict of interest with the work of the IRCT. When faced with a potential or actual conflict of interest, IRCT staff and associated personnel are required to promptly inform the management and governance are required to inform the ExCom.*

#### 2. Bribery

Bribery is the act of offering, giving (active bribery), receiving, soliciting or accepting (passive bribery) any item of value to influence the actions of an employee in charge of a public or legal duty. Bribery is punishable under the Danish Criminal Code.

*IRCT staff, governance and associated personnel must not engage in any act of bribery. If an attempted bribery takes place, then IRCT management or the ExCom must be notified in order to take due action.*

### **3. Extortion**

Extortion occurs when an employee unlawfully demands or receives money or property through intimidation. Extortion may include threats of harm to a person or his/her property, threats to accuse him/her of a crime/illegal act, or threats to reveal embarrassing information. Extortion is punishable under the Danish Criminal Code

*IRCT staff, governance, associated personnel must not seek to influence any person or body by using their official position or by using force and threats.*

### **4. Fraudulent behaviour**

Fraudulent behaviour is the use of deception with the intention of obtaining a gain (financial or otherwise), avoiding an obligation or causing loss to others. This involves deliberately being dishonest or misleading, engaging in deceitful behaviour, practicing trickery or acting under false pretenses. Fraudulent behaviour also includes the misuse of property and assets. Fraudulent behaviour is punishable under the Danish Criminal Code.

*IRCT staff must not practise fraudulent behaviour. IRCT staff are not permitted to use IRCT time and resources for any outside occupation, paid or otherwise, unless special permission has been granted.*

### **5. Embezzlement**

Embezzlement is the misappropriation or other diversion of property or funds legally entrusted to someone by virtue of his or her position. Embezzlement is punishable under the Danish Criminal Code.

*IRCT staff must not engage in embezzlement of any kind.*

### **6. Gifts and Hospitality**

In the context of corruption, a gift is a financial or other benefit, offered, given, solicited or received in the expectation of receiving a benefit in return. Gifts and hospitality may be in themselves a manifestation of corrupt behavior and may be used to facilitate corruption or may give the appearance of corruption. Gifts may include cash or assets given as gifts. Hospitality may include meals, hotels, flights and entertainment activities/events.

*IRCT may receive and give minor gifts to honour local customs and as tokens of hospitality and mutual respect. Furthermore, benefits granted internally at the workplace, such as donations for a staff party, small gifts during the holiday season and events of a personal nature are not considered gifts.*

*IRCT staff shall not accept any honour, decoration, favour, gift or remuneration from any government. If refusal of an unanticipated honour, decoration, favour or gift from a government would cause embarrassment to the IRCT, you may receive it on behalf of the organisation and then report and entrust it to the Secretary General, who will either retain it for the organisation or arrange for its disposal for the benefit of the organisation or for a charitable purpose.*

*IRCT staff shall not accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary General.*

## 7. Nepotism and favouritism

Nepotism encompasses occurrences where family and friends are favoured and treated advantageously due to close personal relations, rather than based on a professional and objective assessment of their abilities and capabilities.

*IRCT staff must not favour friends, family or other relations in recruitment, procurement, supply of financial or technical assistance, or other situations.*

### Responsibilities

#### Executive Committee

For breaches perpetrated by IRCT members and the governance, the ExCom is the nominated senior sponsor of this policy, ensuring that all claims are fairly and thoroughly dealt as soon as possible in accordance with the policy.

#### The Secretary General

For breaches perpetrated by the secretariat staff and associated personnel, the Secretary General is the nominated senior sponsor of this policy, ensuring that all claims are dealt with fairly, thoroughly and in accordance with the policy.

#### IRCT management

All managers are responsible for ensuring that staff are aware of the policy and its application, and for creating an environment in which concerns can be expressed freely and without fear of reprisal.

#### Individuals

All individuals have a responsibility to raise concerns providing they have a reasonable belief that a policy breach has occurred.

### Preventative measures

**Partner contracts:** All partners are informed of the IRCT anti-corruption policy (this document). Partner's must inform the IRCT if there is a suspected breach of this policy.

**Procurement of goods and services:** The IRCT follows procurement procedures as outlines in the Finance Manual. Where donors require specific standards, these are applied in the respective projects.

**Rules of conduct for staff:** IRCT staff are bound by the IRCT rules of conduct in the personnel handbook.

**Rule of Conduct for members and governance:** IRCT members and governance are bound by the rules of conduct as laid out in the Statutes and Rules of Procedure of the organisation.

#### **Ongoing awareness:**

All stakeholders have access to this anti-corruption policy and are informed of any changes. All IRCT stakeholders are expected to periodically review this policy to ensure they adhere to its contents as part of continual self-learning.

All stakeholders should complete an annual, online anti-corruption training on FABO or similar provider of high quality.

## Follow-up and monitoring

**Reporting corruption:** Stakeholders are obligated to notify their contact person or manager at the IRCT secretariat immediately about any proof or suspicion of corruption.

All stakeholders are also obligated to notify their contact person or manager at the IRCT Secretariat about potential or current conflicts of interest. This includes giving or receiving gifts that may be construed as an attempt to influence an employee's or partner's performance of his or her function, duties or judgement. Any type of bribery must be reported to the employee's superior.

**Internal Control:** There is continuous supervision of the management of funds in accordance with the financial procedures that are set out in the IRCT finance manual.

**Auditing and External Supervision:** The IRCT is subject to annual external financial audits. The annual financial audit is signed by the IRCT Executive Committee by the 30<sup>th</sup> of June annually. An end of year report is also produced annually.

Individual projects and programmes are audited in accordance with donor requirements as stipulated in the respective terms of reference.

The IRCT also reports to its donors and is subject to extensive external reviews in relation to the core grants. This review also takes into consideration administrative and organisational aspects.

**Programme and Project Evaluations:** The IRCT has a Monitoring and Evaluation System in place that is built into the project cycle of all IRCT projects and programmes. The IRCT M&E toolbox contains the relevant policy and appropriate tools.

**Whistleblowing Policy:** The IRCT enforces its whistleblowing policy where stakeholders are encouraged to report all legitimate concerns including corruption matters. In the case of formal complaints [complaints@irct.org](mailto:complaints@irct.org) information about the complaint and the subsequent investigation shall be addressed in a confidential way and only be disclosed to those that 'need to know' for the purpose of the investigation. The name or details of the person who lodged a complaint, the survivor or witness, must not be made known to the subject of the complaint, before, during or after the investigation.

## Sanctions and disciplinary measures

Depending on a concrete assessment, certain sanctions on stakeholders may be imposed, if there is proof and reasonable suspicion of corruption. Procedures on corruption by an IRCT member are stated in the IRCT Statutes and Rules of Procedure as well as the IRCT Personnel Handbook.

Depending on the case, sanctions may include:

- Contractual consequences, including possible discontinuation of contracts
- Disciplinary measures in relation to staff, including possible dismissal or expulsion
- Suspension or termination of IRCT membership
- Repayments of funds
- Notification to authorities
- Reporting instance to the police
- Other legal steps such as instituting civil legal proceedings.

After consultation with the persons and instances relevant in the given situation, the Secretariat General (and if needed the Executive Committee) will decide on the appropriate sanctions and may choose to involve other entities such as partners, auditors, lawyers, or other authorities in the process.

### **Transparency and reporting**

In the occurrence of corruption or the suspicion of corruption the IRCT is to inform all relevant donors and other important stakeholders as well as the general public in order to maintain transparency. This reporting will come from the Secretary General's office. Reporting on corruption and suspicions of it is to be conducted immediately. Donors and the public will be informed in the appropriate format of any instances of corruption through the IRCT's reporting mechanisms.