



E.A.R. DIOCESE KIGEME

BP 67 nyamagabe

Title:	Fraud & Bribery Policy
Policy statement:	<p>EAR Kigeme Diocese has a 'zero tolerance' policy towards fraud, bribery and corruption. This means that EAR Kigeme Diocese:</p> <ul style="list-style-type: none">- does not accept any level of fraud, bribery or corruption within the organisation or by any other individual or organisation receiving funds from or representing EAR Kigeme Diocese- will always seek to take appropriate action against those found to have perpetrated, be involved in, or assisted with fraudulent or other improper activities in any of its operations- Is committed to developing an anti-fraud culture and keeping the opportunities for fraud, bribery and corruption to the absolute minimum. <p>EAR Kigeme Diocese requires all individuals working for the organisation to act honestly and with integrity at all times and to safeguard the resources for which they are responsible.</p> <p>EAR Kigeme Diocese mitigates fraud, bribery and corruption through the implementation of robust processes, controls and reporting procedures that are fit for purpose and regularly reviewed.</p> <p>Fraud, bribery and corruption are against our values and against the law:</p> <p>We are committed to accountability.</p> <p>We are accountable to God for the use of our time, and resources. We are accountable to our partners and supporters, being honest, trustworthy and transparent in all we do. We are committed to making what we do consistent with what we say.</p> <p>Fraud is a criminal offence and can be committed in a number of ways:</p> <ul style="list-style-type: none">- fraud by false representation. A representation is false if it is untrue or misleading, and the person making it knows that it is, or might be, untrue or misleading.- fraud by failing to disclose information.- fraud by abuse of position. This applies to those occupying a position in which they are expected to safeguard, or not to act against, the financial interests of another person. <p>Bribery is a criminal offence and covers:</p> <ul style="list-style-type: none">- Being bribed - this can include requesting, accepting, or agreeing to accept a financial or other advantage in exchange for improperly performing a relevant function- Offering a bribe- Bribery of foreign officials - this includes either approaching someone directly to bribe them, or approaching them through a third party

	<ul style="list-style-type: none"> - Failure to prevent bribery - for example, you know bribery is occurring but don't report it.
Definitions:	<p>Fraud - EAR Kigeme Diocese considers that fraud is knowingly making an untrue or misleading representation with the intention of making a gain for oneself or another or causing a loss, or risk of loss, to another.</p> <p>Bribery - Bribery means giving, requesting or accepting a financial or other advantage to encourage or reward another person for improper behavior. Bribery is a form of corruption.</p> <p>Financial or other advantage – means that the gift does not have to be money, it can be anything that the person receiving it would see as being valuable either for themselves or somebody close to them. This could include contracts, non-monetary gifts or even offers of employment.</p> <p>Improper behaviour means anything that is illegal, unethical or a breach of duty whether in the public or private sector, anywhere in the world. In the workplace, this might mean stealing from an organization, giving out confidential information, or giving unfair advantage to somebody. No matter how small the amount, any advantage given, requested or accepted in return for doing something improper is regarded as a bribe.</p> <p>Corruption means 'any abuse of a position of trust in order to gain an unfair advantage'.</p>
Related Policies & Procedures:	<p>It is EAR Kigeme Diocese policy to take fraud, bribery and corruption seriously and that all suspected incidents must be reported and investigated.</p> <p>Staff members are often the first to realize that something is wrong. Where a staff member suspects that fraud, bribery or corruption has occurred, they must:</p> <ul style="list-style-type: none"> - Inform their line manager immediately. If they feel uncomfortable about this they should report their concern to 0788477761. If the concern is about a member of the Board or the Executive Team, the concern should be reported to 0788639600 - Be as specific as possible (with names, places, dates, times, quantities, values etc) <p>Managers receiving a report of possible fraud, bribery or corruption involving staff or staff of other organisations must:</p> <ul style="list-style-type: none"> - Take it seriously & inform the person reporting the issue what will be done - Inform their own line manager - Complete an incident report and submit it using the instructions in the form <p>Closeout of Incidents/Concerns</p> <p>The Board of EAR Kigeme Diocese will only approve closing incident reports/concerns when they are satisfied that the case has been satisfactorily resolved, including:</p> <ul style="list-style-type: none"> - Sufficient investigation - Appropriate protective and disciplinary actions, - Any required notifications to external parties, including police or donors, - Recovery of losses wherever possible, including from any third parties involved in a fraud or whose negligent actions contributed to the fraud, and - Documentation of findings, recommendations and actions taken <p>Training, Awareness & Prevention</p> <p>EAR Kigeme Diocese is committed to ensuring that all directors and staff are aware of:</p>

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	<ul style="list-style-type: none"> - this policy, - risks and warning signs of fraud, bribery and corruption, - prevention measures, and - how to report concerns
Why is the policy needed:	EAR Kigeme Diocese is committed to conducting all aspects of its work fairly, openly and honestly and in accordance with the highest ethical and legal standards. This includes a commitment to implementing and enforcing effective systems to counter fraud, bribery and corruption.
Who must follow this policy:	<p>This policy applies to all staff and associates.</p> <p>Staff includes:</p> <ul style="list-style-type: none"> ● all staff (officer staff and pastors) ● all volunteers and interns <p>Associates includes:</p> <ul style="list-style-type: none"> ● all contractors, e.g., consultants ● all Board Members ● all partners including local community based partners ● Guests and Visitors
Person responsible:	Bishop Musabyimana Assiel
Version:	Final version
Approved by:	The Bishop and Legal representative of EAR Kigeme Diocese
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