Objective of the Policy

The objective of this policy is to provide guideline where all Tebtebba Staff can refer and adhere to in order that the whole organization is able to practice transparency and accountability in all their undertakings.

Specifically:

1. Level-off all members of the organization on the guidelines and policies and on transparency anti-corruption, which are not only part of legal compliance but also an essential and ethical part of management;
2. Clarify mechanisms of preventing corruption and consequences so that each member of the organization will be responsible enough to contribute to the effective implementation of this policy.

Expected Result

Each staff are able to contribute in combating corruption and other unacceptable practices within the organization.

Guiding Principles in the implementation of Anti-Corruption Policy

The over-all guiding principle of Tebtebba’s Anti-Corruption Policy:

- Check and balance system in management and good governance
- Rigor in mechanisms, respect of anonymity
- Compliance to institutional responsibility as well as ethical practices and maintenance of individual integrity
- Due process
For the purposes of this Anti-Corruption Policy

1.1 “Bribery practice” means any offering, giving, receiving or soliciting, directly or indirectly, of anything of value to improperly influence the actions or decisions of another party to gain and retain the vested interest. Anything of value includes cash, gifts and courtesies.

1.2 “Corrupt practice” means abuse of any entrusted power for personal gain and financial benefit in both private and public services and businesses undermining good governance and the rule of law.

1.3 “Facilitative Payments” means small sums paid to government officials or any other parties to facilitate or expedite the action or routing.

1.4 “Fraudulent practice” means any action intended to deceive another party in order to improperly obtain a financial or other benefit or avoid an obligation

1.5 “Collusive practice” means any secret agreement/arrangement between two or more entities without the knowledge of a third party, designed to improperly influence the actions of the third party

1.6 “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or its property, or persons closely related to a party, to improperly influence the actions of that party

1.7 “Reprisal” means any act taken against a Tebtebba staff or other entity for their revelation of violations to or non-compliance with Tebtebba rules and regulations by an individual or entity
1.8 “Whistle-blower” means any Tebtebba staff or any third party who reveals corruption in any Tebtebba activity/project/programme by contacting either anonymously or openly to the concerned authority of Tebtebba

1.9 “Whistle-blower protection” means measures taken to ensure that anyone who reveals fraud and corruption in Tebtebba operations is protected from reprisals

The scope of this policy does not cover ethical conduct or procedural lapses of staff and consultants that do not fall within the scope of corrupt, fraudulent, collusive or coercive practices as defined above (e.g., harassment, mismanagement, disrespectful behavior and breaches of legal and contractual obligations not involving fraud, corruption, coercion or collusion) as these will be dealt with by other policies and guidelines.

Guidelines

The principle of zero tolerance shall be upheld in this policy. As such, all allegations, reports pertinent to the above scope of this policy shall be attended to.

If allegations are substantiated and proven beyond reasonable doubt, Tebtebba will enforce sanctions commensurate to the gravity of the case.

The Management Committee (ManCom) has the overall responsibility in overseeing the compliance with the anti-corruption policy. Collectively, it will be responsible for monitoring the overall compliance of the anti-corruption policy of Tebtebba.

Likewise, the person/s designated as the representative of partner organizations are responsible for monitoring compliance with the anti-corruption policy in their respective organizations.
Included in this policy:

1. All personnel of Tebtebba; persons currently employed in Tebtebba when the act was performed;
2. Individual consultants/contractors of Tebtebba;
3. Projects/Activity/Community Partners.

Within its internal control, Tebtebba will ensure that it is effective in preventing, detecting and investigating fraudulent, corrupt, collusive and coercive practices pertaining to its staff, consultants or project/activity partners and dealings with governments. It will take all possible actions to protect individuals and agencies from reprisals that submit allegations of corrupt practices in its activities and operations and individuals subject to unfair or malicious allegations.

Prevention and Detection

The internal control systems of Tebtebba including the internal check and balance of finance management, clear policies of resource management, transparency on who decides what, budget for what, assignments and levels of authorities shall be the first line of defense in the prevention and detection of corrupt practices. Most of these have clear implementation scheme developed and has been practiced through the years.

Its internal control mechanism shall be evaluated continuously either internally or with the assistance of external consultants. This is for the purpose of coming up with the most appropriate and more efficient mechanism for the prevention and detection of fraudulent practices.
Reporting of any corrupt and un-acceptable practices

The process of communicating the confidential reporting will be as follows:

• All suspicions of frauds, bribery and corruption shall be reported directly to Chairperson and/or Secretary of the Board of Trustees, as soon as possible. The anonymity of the whistleblower, if requested, will be respected and protected.

A confidential anti-corruption hotline and an e-mail address (bot.tebtebba@gmail.com) managed by the Chairperson and the Secretary of the Board of Trustees receives the report or complaint through this channel

Concerns to report to include:

• Giving of bribes or gifts to government officials in violation of the law of the country by Tebtebba staff

• Fraud and corruption by Tebtebba staff members and individuals or entities implementing the projects or activities with Tebtebba

• Suspected contract irregularities and violations of Tebtebba’s procurement guidelines

• Kickbacks, bribes or gratuities for purposes such as influencing the awarding of contracts

• Personal benefits and entitlement in awarding contracts

Inappropriate giving and receiving of gifts in return for personal favors to or from Tebtebba staff members, and partners are required to promptly report potential cases of fraud and corruption through the hotline number and/or email provided (bot.tebtebba@gmail.com)
• All information through this channel shall be treated with confidentiality. Special measures will be put in place to ensure adequate security in the operation of these channels.

• A simple complaint format will be developed, circulated to members and partners and also posted in the websites of Tebtebba. Whistleblowers are encouraged to use the complaint format to provide the necessary information. The format is provided so as to enable the investigation body to act without hindrances (ensuring that they have enough information to proceed with their investigation).

• The Chairperson will immediately convene 2-3 Board members to study the report/complaint and initiate necessary steps.

• Should the report merit an investigation, an Investigation Committee (IC) will be formed. The IC may seek additional information in the process of the investigation.

The Investigation Committee (IC)

• Upon receipt of any complaints of alleged corruption or suspicion of indulging in corrupt practices, the Chairperson of Tebtebba’s Board will call the other board members (minimum of 3 members of the board) to assess/evaluate the allegation. If the Board deems that the complaint is legitimate or there’s merit, Investigation Committee will be formed. The IC will be constituted within two weeks of the receipt of the report.

• The Chairperson will immediately convene minimum of 3 members of the Board of Trustees to evaluate the report/complaint. Should the report be deemed legitimate/valid, an Investigation Committee composed of two to three people will be formed. The Investigation
Committee may seek additional information in the process of the investigation.

- The IC shall be composed of:
  - Two members of the Board
  - At least two (2) members of the Management Committee
  - One individual with integrity who has knowledge of the case and or a lawyer in cases with perceived serious legal implications

- The IC shall gather substantial information and evidence to prove fraud, corruption has been committed beyond reasonable doubt.

The Sanction Committee (SC)

Upon the verdict of “guilty,” a Sanction Committee (SC) will be constituted by two (2) members of the Board and three (3) from the ManCom.

The SC will review the findings of the investigation and decide on appropriate sanctions to impose on the party found guilty.

Based on investigation and sanctions, the ManCom will take actions for the corrupt person/officer/entity accordingly. The ManCom will take action and implement sanction of erring staff/s and consultant.

In cases involving project/ activity/community partners, the ManCom deliver report and recommended sanctions to the concerned partner. The partner shall be entrusted to take necessary actions to the erring member.
Handling of corrupt and un-acceptable practices

Except in cases needing legal processes, the Board and ManCom will handle the case of corruption internally. If the case needs legal process, e.g., filing for Court intervention, a reliable lawyer shall be hired for additional legal support.

All forms of corruption will result in immediate investigation and appropriate action shall be taken against anyone found guilty. Tebtebba shall abide by procedures of due process in upholding the principle of innocence unless proven guilty.

All incidences of corruption or an act of suspected corruption will result in a report stating the severity and scope of the issue and actions taken thereafter. All reports shall be sent to the Board of Trustees.

Tebtebba will strictly maintain confidentiality of all information it receives, including the identity of anyone making a complaint or reporting a concern about wrongdoing.

Tebtebba commits to protect any whistleblower, who in good faith has reported alleged fraud and corruption or who has otherwise cooperated with an investigation process, from retaliation.

However, if information received is malicious or deliberately false, appropriate action will be also taken.
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