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CHECKLIST FOR PROFESSIONAL ETHICS: 10 KEY IDEAS

Good practices relating to prevention of fraud and corruption

Federal Executive Division
Quality & Accountability Unit
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Checklist
for Professional
Ethics

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Contractual undertakings and guidance provided by institutional policies

This checklist sets out 10 key ideas relating to the attitude of Handicap International members and staff, in terms of preventing and combating fraud, bribery and corruption. This is a day-to-day commitment, revolving around the following issues:

- protecting the organisation's resources destined for implementing our missions;
- ensuring the smooth functioning and credibility of the organisation in the eyes of donors and funding bodies;
- and above all, the scale and quality of the support provided to the beneficiaries of our actions.

1 Handicap International members and employees are required to abide by the undertakings set out in their contracts and terms of employment, and in the association's rules of procedure.

2 In addition, to guide their action and their behaviour on a day-to-day basis, the association's members and staff should draw on the principles and recommendations set out in the Anti-fraud, bribery and corruption policy.¹ This document forms part of our institutional policies establishing essential frameworks of reference in different areas (mission and scope of action, child protection, gender, protecting beneficiaries from sexual exploitation and abuse, safety, etc.).

1. Anti-fraud, bribery and corruption policy, Institutional policy - Handicap International, December 2014.

Specific expectations in terms of preventing fraud, bribery and corruption

3 Handicap International expects each of its members and employees to give an undertaking on two levels: i) unambiguous behaviour in terms of rejecting fraud and corruption practices, which means never regarding fraudulent acts as “normal”, but as incidents that need to be dealt with in ways appropriate to the context; ii) active participation in prevention and internal control, at their own level of responsibility.

4 By definition, the association’s members and staff will not be associated, directly or indirectly, with any practices that may be described as fraudulent, seeking to derive personal advantage or harming the organisation, its partners and beneficiaries.

Avoiding situations that involve conflicts of interest, favouritism and abuse of authority

5 Handicap International members and staff must therefore avoid any conflicts of interest between their own private interests and the interests of the association. Within the framework of its activity, Handicap International defines conflicts of interest as “any situation involving interference between the mission of an association member and their own private interests, as soon as these private interests, on account of their nature and intensity, may reasonably be regarded as likely to influence them in carrying out their duties fairly, impartially and objectively, to the detriment of the association’s interests.”

6 They must not give preferential treatment to members of their own family or close relations when recruiting staff, procuring goods and services or delivering aid.

7 Likewise, Handicap International members and staff must not abuse their position and their professional status, or seek to obtain financial gain or benefits in kind, favours or other personal advantages from other members of the organisation, or from third parties, the authorities, contractors or beneficiaries.

Refusing commission and illicit gifts

8 The association's members and staff must neither request nor accept any commission, or any form of reward, which is more or less proper in nature, as payment made to a person who, through their influence, enabled a piece of business to be concluded.

9 Other than reasonable (in terms of their nature and value) gestures of courtesy, they must not accept any gifts or favours that might influence the way they carry out their duties, and their capacity to make decisions in Handicap International's best interests. Where any doubt exists as to whether or not a gesture of courtesy is reasonable, any member or employee is invited to inform their line manager of this matter.

Participation in internal control and reporting of incidents

10 Internal control requires managers to be proactive. Each and every person must play their part, at their own level of responsibility: in applying the rules and ensuring that they are applied, as well as reporting any suspicions of fraud and corruption, in ways that are professional, confidential and safe, as laid down by the organisation.¹

2. For details of the reporting and whistle-blowing mechanisms in place, see the list of "Risk Management, Internal Control and Auditing Procedures".

Contact for matters relating to this document and to the Anti-fraud, bribery and corruption policy.

Quality and Accountability Unit
Federal Executive Division
Handicap International
138, avenue des Frères-Lumière
CS 88379
69371 Lyon Cedex 08
FRANCE
Tel.: + 33 (0) 4 78 69 79 08
E-mail: lloiacono@handicap-international.org