



ប្រជុំបណ្ណាល័យភីឌីអិល

PDP-Center



The Anti-corruption Policy

1. Introduction

Corruption is a threat to good governance, sustainable development democratic patterns and business integrity. Therefore, preventing corruption and building a civil society by eliminating social injustice parallels the vision of PDP-Center of a society of prosperity and harmony.

All employees of PDP-Center, have the responsibility to uphold the highest ethical standards and professional conduct, and must abide fully by the anti-corruption practice.

2. Objective

The purpose of the anti-corruption policy is to ensure behavior of high integrity, both within the organization and external partners.

3. Scope of Anti-corruption Policy

This anti-corruption policy only covers full-time employees of PDP center.

4. Definition of Corruption

Corruption is the abuse of for own interests. Corruption has many forms that include bribery, deception, fraud, extortion¹. It may be in monetary forms or in the provision of services with the purpose of receiving benefits such as the protection of access to additional services or limiting delay of service provision. It important to note that corruption does not refer to monetary forms alone. Providing employment, services or favors can also be considered corruption in some circumstances.

5. Corruption Forms

¹ References (anti-corruption policy of the DCA / CA)

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The corruption forms are detailed below ²

- 1) Conflict of interest
- 2) Abuse of power and intimidation
- 3) Deception and fraud
- 4) Bribery
- 5) Partisanship and favor
- 6) Gift

1) Conflict of interest

Any conflict of interest between personal and organization interests will be avoided. Avoiding conflicts of interest is crucial in combatting corruption. Conflicts of interest could affect professional performance of PDP-Center employees if they have a vested personal interest.

2) Abuse of power and intimidation

PDP-Center employees will not favor certain individuals or institutions by using their position or providing a personal benefit. Similarly, the property, location, services and financial resources of PDP-Center will not be used for private purposes. No forms of intimidation will be used for an advantage.

It is not permitted under this policy to abuse position for personal profit, i.e. receiving benefits that would not be received if the position were not used. Relationships with the supplier must not be used to reduce the price of equipment such as computers, food, vehicles, travel expenses, or hiring an external consultant. Managers are prohibited from abusing their authority as managers to obtain a personal benefit or service by employees under their supervision.

3) Deception and fraud

Deception and fraud is illegal and will not be practiced by PDP-Center for any purposes.

Fraud is the deliberate deception to illegally secure unfair benefits, such as monetary gain or other benefits. Fraud is an abuse of power. Examples of fraud and

² References (anti-corruption policy of the DCA / CA)

deception include false documentation, fabrications about the capacity and abuse of power or knowledge to steal cash and material.

4) Bribery

PDP-Center not give or accept despite bribery in any form. Bribery includes activities providing funds, services or other valuables to persuade someone to provide a favor. Bribery includes giving money for support, product promotion, to silence people or as a token of appreciation.

5) Partisanship and favor

Partisanship is the act of prioritizing relatives, family member or friends according to their personal relationship rather than on an estimation of their capacity, ability and suitability. For example, providing jobs to relatives or friends in lieu of more capable people is considered favoritism.

PDP-Center will not prioritize friends, family and other relatives of any PDP staffs in the process of recruitment and selection of new staff to work in PDP, production, delivery or any other situations.

6) Gift

PDP-Center will not provide or accept gifts from any party. This includes direct gifts as well as indirect gifts that are related to job performance, job operation or strategies that affect the reputation of the organization. Gift has definded its defintion as corruption but it has no limitation on which services, tour trip, materials or anyo support.

6. Policy Procedure

This policy applies to

Management staff: Their responsibility in enforcing the anti-corruption policy includes:

- Announce the policy to all staff and ensure the practice and effectiveness of the policy
- Ensure this policy is implemented in all activities
- Deal effectively with suspected corruption cases

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Regular staff: must adhere to the anti-corruption policy in their responsibility and role. They must be prepared to work on and identify corruption cases, reporting any suspicious behavior or wrong practice to the Management Team.

7. Preventing Corruption

In order to prevent corruption cases in PDP-Center, the following activities will be implemented:

Organization Planning:

- When developing the strategy for the organization (such as the Development Plan), the risk of corruption has to be considered and analyzed.
- If the risk of corruption has been classified at high level, a separate document has to fully describe a contingency plan to mitigate this risk.

Evaluation of the Transferral of Funds

- In the event of a program related to transferring funds, for example in the support of program activities, PDP-Center has to fully analyze and evaluate the capacity of the partner organization to manage the fund accountably.

Program and Administration Evaluation

- During program evaluation process, the risk management of corruption has to be considered.
- PDP-Center has to ensure the fulfilment of the Operational Plan activities with clear results and objectives.

Operation Evaluation

- PDP-Center has to ensure all reports are sent by the agreed date.
- PDP-Center has to check all reports are in a good condition.
- If PDP-Center employees suspect corruption, the organization may have to conduct separate audits if reasonable.
- If PDP-Center has found any evidence of wrongful management or corruption, PDP-Center may have to stop supporting the program. If the issue cannot be resolved, all contracts have to be cancelled and PDP-Center may have to refund the organization.

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- Any joint development projects must be subjected to random checks, focusing on corruption.
- If employees are found to be guilty of corrupt practices, they will be terminated from employment within 24 hours as specified in the employment contract.
- Regular meetings will be conducted regarding policies against corruption.

8. Corruption Resolution

In case of suspected corruption, an investigation must be launched immediately. If corruption is found for any amount above 0.01 USD, the involved employee will be terminated from work within 24 hours and is liable for repaying the organization.

9. Policy Implementation

This policy must to be copied and given to all PDP staff. The Administrator is responsible for instructing PDP-Center staff on the policy.

This policy will be edited upon suggestion or request from PDP-Center if a simple jamoirit (50% + 1) vote for change or at least 2 Board Directors. PDP-Center staff, the Executive Committee and the Board of Directors will recheck the policy. All editions of this policy have to be adopted from the Board of Directors,

This policy is effective from the date of signing.

Phnom Penh January 01, 2008

Phnom Penh January 01, 2008

Board of Director

Chairperson



Lim Samey

President

Yong Kim Eng

Copy to:

- Staff in Phnom Penh
- Branch Manager

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- Branch staff in province /city
- Timeline

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