

CarNetNepal Anti-Corruption Manual 2074

The purpose of Anti-corruption Manual is to sensitize ourselves and preserve our Integrity.

Corruption

1. Everybody in the office should have a level of power and authority. It is entrusted by organization (Freely given).
2. Corruption is the abuse of entrusted power for gain.
3. All corrupt behaviour is motivated by the desire for gain.
4. Gain from corrupt behaviour may take a variety of forms. While it is often monetary, it does not have to be. Non-monetary benefits gained from corrupt behaviour may include,
 - Recognition, positions, or promotions within an organisation.
 - Diversion of attention away from personal “mistakes” (including criminal behaviour).
 - Special privileges.
 - Access to desired people.
 - Access to money, credit, or other financial resources.
 - Insider access to protected or confidential information.

Some examples of corruption

1. Conflicts of interest.
 - Nepotism
 - Cronyism
2. Bribery
 - Kickbacks
 - Illegal gifts.
 - Illegal gratuities
3. Extortion

Conflicts of interest

- Conflicts of interest affect a variety of organisational decisions. Some of the most common areas in which conflicts of interest arise include:
 - Hiring and other employment decisions.
 - Procurement decisions (including choice of suppliers, bidding, and contracts)
 - Programming decisions (regarding working with and funding particular partner agencies)

Bribery

- Bribery is offering, giving, receiving or soliciting anything of value to influence a government official or the outcome of a business transaction, including facilitation payments.
- “Anything of value” includes, but is not limited to, cash, gifts, offers of employment, discounts, meals, entertainment, and travel benefits.
- Bribery can go in two possible directions (i.e., “offering / giving”, “soliciting / receiving”)
- Anything can be used as a means of influencing someone else towards dishonest or illegal behaviour
- Bribes can be received before or after the act(s) they influences

Types of Bribery

- Bribery can take a variety of different and complex forms.
- Some typical forms include:
 - Illegal gifts, where “something of value” is given to influence a business decision.
 - Illegal gratuities, where “something of value” is given to reward a business decision.
 - Kickbacks, where “something of value” is provided, directly or indirectly, to any individual to obtain or to reward favourable treatment.

This Is What Corruption Looks Like

- ❖ EC members or Executive Director instructs the HR Manager in office to hire their relatives for a position, without interviewing other qualified candidates.
- ❖ Cluster Manager/CPP Officer accepts an undisclosed “gift” of a holiday stay at an expensive hotel from a local construction vendor who has submitted a bid to build a school for CarNetNepal. Then the vendor is preferred over other bidders and is awarded the construction contract.

- ❖ Every time a Procurement Officer/ Finance officer procures goods from a specific vendor, receives back from the vendor a certain percentage of the total purchase amount for personal use.
- ❖ Using CarNetNepal vehicles or equipment to help family and friends. (unauthorized use of non-cash assets)
- ❖ EC members or Executive Director uses office vehicle for their own work, benefit and purpose.

The Zero Tolerance Rule

- The CarNetNepal follows a “zero tolerance” rule with regard to corruption including fraud.
- Corrupt behaviour is always unacceptable.

Corruption and fraud reporting channel

- It is the responsibility of all EC members/employees to immediately report all allegations or incidents of fraud and corruption to their immediate manager or, if the employee has reason to believe that his/her immediate manager is involved, to the next level of management. All allegations should be well documented.
- If anyone (CarNetNepal EC members, employee, Partners, Vendors, Community, and other related stakeholders) wish to report allegations of fraud or corruption anonymously, they can directly report to the CarNetNepal Anti-Corruption Management Committee using following means:

Email hotline: info@carnet.org.np

Phone/mobile hotline: 9851069940, 9840254818

Suggestion/Feed box:

Ekantakuna-13, Lalitpur, Nepal

G.P.O. Box: 8975, EPC: 2165, Kathmandu, Nepal

Phone: +977-1-5185102, 5185196

Email: info@carnet.org.np

Web: www.carnet.org.np

CarNetNepal has set up a “Whistleblower” phone hotline (9851069940, 9840254818) in case anyone is unable to access the “Whistleblower” website. Call will remain completely confidential unless anyone decides to identify.

Our Role for Preventing Corrupt Behaviour

- Maintain Integrity
- Educate yourself on corruption, including fraud
- Be curious in your daily work
- Listen to others when they bring to your attention potential “tip-offs” that corrupt behaviour may be occurring
- Don’t remain silent
- Don’t remain silent about potential corruption
- It’s everyone’s responsibility
- Preventing corrupt behaviour is the responsibility of every CarNetNepal Board member and employee.

Our Commitment: Let us Sensitize, protect each other, preserve our integrity and Blow whistle.

Email: info@carnet.org.np

Whistleblower” phone hotline: 9851069940, 9840254818

Prepared By: ED, Endorsed by: EC, April 02, 2018