



**L'éducation de  
qualité pour tous**

**ANTI-CORRUPTION POLICY**

**AND**

**ANTI-BRIBERY MANAGEMENT SYSTEM  
("AMS")**

**FONDATION PAUL GÉRIN-LAJOIE**

Submitted to the Board of Directors on February 26, 2020

## FOREWORD

Since its inception, the Fondation Paul Gérin-Lajoie, hereinafter referred to as “the Foundation,” has encouraged an organizational culture that is anti-corruption and has established good governance mechanisms. In order to continue improving, the following formal anti-corruption policy has been adopted and an *anti-bribery management system*, hereinafter referred to as the “AMS,” will be implemented, following recommendations from experts at the International Organization for Standardization (ISO).

The AMS is a management tool that has been established to better prevent, detect, and abolish corruption by applying a series of effective measures inspired by the highest internationally recognized standards and norms.

The policy was developed based on recommendations by various governments and organizations such as the International Chamber of Commerce, the Organisation for Economic Co-operation and Development, and Transparency International, which together form a global consensus on the best practices in the fight against corruption, an issue that raises serious moral, social, economic, and political concerns.

In October 2016, after three years of work involving experts from 37 countries, the International Organization for Standardization published the first international anti-corruption standard corruption, *ISO 37001*. This AMS has drawn inspiration from the key elements of this standard.

This AMS is part of a set of policies previously established by the Foundation, such as its code of ethics, code of conduct to combat sexual violence, and the policy for preventing psychological or sexual harassment in the workplace. It is intended for members of the board of directors, partners, employees, consultants, and all other Foundation collaborators.

## 1. FOUNDATIONS

Many governments, including the Canadian government, have signed a series of international agreements to battle corruption. This policy is primarily founded on the following agreements:

- Convention on the Organisation for Economic Co-operation and Development (OECD) including the Paris Declaration on Aid Effectiveness;
- United Nations Convention against Corruption (UNCAC).

## 2. GUIDING PRINCIPLE

The Foundation aims to ensure that its management policies, decisions, and operations, whether internal or for projects and programs, are established according to guidelines that aid in the fight against corruption and further good governance. It is important to ensure effectiveness and efficiency, openness and transparency, ethics and integrity, and accountability and sound financial management.

## 3. TERMINOLOGY

### Corruption

As an organization dedicated to development and international cooperation, the Foundation uses the terminology formulated by the OECD in 2005. The signatories of the Paris Declaration, including Canada, have identified corruption as a major obstacle to development and have stated that:

*“Corruption and lack of transparency, which erode public support, impede effective resource mobilisation and allocation and divert resources away from activities that are vital for poverty reduction and sustainable economic development. Where corruption exists, it inhibits donors from relying on partner country systems.”*

The Foundation explains corruption as follows: **Corruption involves behaviour on the part of officials in the public and private sectors, in which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to, by the misuse of the public power entrusted to them. Corruption also involves all intentional behaviour on the part of an individual or group of individuals with the aim of making someone act or make decisions against their duty or in an immoral way, through bribery with money, gifts, a potential opportunity, or illicit enrichment, to guarantee their complicity or support.**<sup>1</sup>

When applied in the context of its missions in its countries of intervention, the Foundation takes into account, in its assessment of the facts surrounding an alleged act of corruption, unintentional acts stemming from a lack of competencies or knowledge by the perpetrators, and intervenes quickly through corrective actions and training measures to re-establish moral and ethical guidelines in the field.

### **Conflict of interest**

A conflict of interest does not necessarily mean an act of corruption has taken place but can insidiously lead to it.

The Foundation has adopted the definition of conflict of interest as defined by Transparency International:

*“A conflict of interest arises in a situation in which a public official has a private or other interest such as to influence, or appear to influence, the impartial and objective performance of his or her official duties.”*

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<sup>1</sup> Definition inspired by the OECD glossary on corruption (2008)

#### 4. OBJECTIVES

Corruption is one of the most damaging impediments to a country's development and the fight against poverty, and also undermines the good governance of organizations. This *AMS* aims to frame the decisions and actions of the Foundation, its employees, collaborating individuals, and partner organizations, to ensure the absence of all forms of corruption within the organization's internal management and also when implementing projects and programs in Canada and abroad.

#### 5. SCOPE

This anti-corruption policy and its *AMS* apply to all of the Foundations' employees and collaborators.

The Foundation is therefore committed to exercising effective control of the following issues (among others):

- Following the laws in the host countries
- Conflicts of interest
- Bribes, facilitation payments, gifts, and hospitality expenses
- Fraud and organized crime
- Political contributions
- Solicitation and extortion
- Favouritism in awarding service contracts or in the purchase of goods

**Employees, consultants, partners, and all other Foundation collaborators are obligated to quickly communicate any known or potential corruption or conflict of interest to the officer responsible for this *AMS*. They may do this in any way that is comfortable and that they deem is safe so as long as the information is communicated to the officer responsible for the *AMS*.**

The officer responsible for the *AMS* will immediately initiate a review of the case at the admissibility analysis stage, which consists of verifying whether the allegations could reasonably be considered to be an act of corruption if they were proven. In this case, the officer investigates and deals appropriately with any real or suspected corruption by gathering the necessary professional resources.

#### 6. ROLES AND RESPONSIBILITIES

All employees and collaborators of the Foundation and its partner organizations in the countries of intervention have the duty to apply and promote anti-corruption and good governance principles.

**The Foundation's general management is responsible for implementing the anti-corruption policy and the AMS.** The board of directors is responsible for making updates, while periodically consulting the auditing, finance, and performance committee for its opinion.

## 7. PREVENTION METHODS

To prevent all forms of corruption in the pursuit of its activities, the Foundation has established the following preventive methods as part of its *AMS*:

- Use of a regularly updated procedures manual, applicable to all of the Foundation's activities in Canada and its countries of intervention;
- Application of a procurement policy governing the acquisition of goods and services, to be followed rigorously by all Foundation employees and collaborators;
- Application of an internal financial control system for Foundation projects, including the reception and verification by headquarters of all original supporting documents for expenses incurred in the countries of intervention, as well as rapid intervention within field teams to correct any inconsistencies;
- Communication and training regarding this policy for all Foundation employees and collaborators, specifically by integrating it in the partnership agreements and hiring contracts;
- Informed selection of all collaborators and partners based on strict criteria and criminal background checks for employees, volunteers, and consultants;
- Corruption risk assessment when developing or renewing partnerships, including reasonable and appropriate due diligence;

- Reasonable checks to verify that employees and collaborators are complying with the anti-corruption policy.

## **8. INSURANCE COVERAGE**

To protect against a potential case of corruption and any resulting damages, the Foundation has purchased crime insurance coverage of up to \$250,000 per incident for the following offences:

- Embezzlement by an employee
- Bank draft fraud and counterfeit bank notes
- Falsification or alteration of a financial instrument
- Computer or money transfer fraud
- Extortion

## **9. COMMUNICATION**

This anti-corruption policy will be attached to the partnership agreements and to contracts for all persons and organizations who collaborate with the Fondation Paul Gérin-Lajoie.