

## Facilitation Payments: Quick Choices

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You are stopped by the police on your way to work and told that your paperwork is not in order. You can either pay \$2 or go to the station with them. You are not worried about your safety if you go with the police, but you do think that it will be a hassle. **Do you pay the \$2?**

Yes     No

Who do you think is participating in an act of corruption in this situation?

You     Police Officer

The desperately needed food that you are trying to deliver has been held in customs for days. The customs official has indicated he'll release the goods if your organization will pay a \$10,000 expediting fee. **Do you pay the \$10,000?**

Yes     No

Who do you think is participating in an act of corruption in this situation?

You     Customs Official

You are delivering aid. You are stopped by a soldier who pulls out a gun, aims it at your head, and tells you that you have to pay \$100 to pass. **Do you pay the \$100?**

Yes     No

Who do you think is participating in an act of corruption in this situation? Circle all that apply:

You     Soldier

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## Facilitation Payments: Partner Activity

You recently returned from a field mission where you were transporting cash to purchase construction materials. On the way to the site, you were stopped at an unofficial roadblock by men with guns and ordered to pay a \$1000 “security fee” or be shot. You paid the money.

One of your organization’s major donors has been very vocal lately about how important it is that all money is properly accounted for. While your supervisor is sympathetic to why you paid, she is worried this donor will withdraw funding from your organization. She is encouraging you to list the money on your expense report as funds used to purchase emergency medical supplies. What do you do?

Options	Potential Impacts

## Conflicts of Interest: Quick Choices

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The office has an immediate opening for a security guard. The head of security wants to hire his close friend. He says there is no need to go through normal hiring processes because he will personally vouch for his friend. **Do you approve this hire?**

Yes     No

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The head of services' niece has just graduated from university and wants to get international experience. There is job in the local office that has not yet been posted that fits her skills perfectly. The head of services wants to hire her instead of posting the position. **Do you approve this hire?**

Yes     No

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Your department's unpaid intern unexpectedly left and you are eager to find a replacement quickly. A local politician has a son who has just finished school and could use some work experience. The politician strongly implies that if you want to continue working in the region, you should give his son the internship. **Do you give the politician's son this internship?**

Yes     No

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You have worked with a contractor in the past and now consider her a close friend. Your department recently put out a request for proposals, and her bid was selected as the best in terms of price and quality. You were not part of the team who made the selection, but you will sign off on the final contractor. **Do you approve this contract?**

Yes     No

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Do you think that the head of security hiring his friend in this situation is an act of corruption?

Yes     No

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Do you think that the head of services hiring his niece in this situation is an act of corruption?

Yes     No

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Do you think that giving the internship to a local politician's son without opening the application process is an act of corruption?

Yes     No

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Do you think that awarding the contract to a friend in this situation is an act of corruption?

Yes     No

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## Conflicts of Interest: Partner Activity

You are buying solar power refrigerators for vaccine storage at several IDP camps. Your organization begins its usual tender process to purchase the equipment. The only bid from within the country is from a company owned by your sister. You also receive a bid from an overseas company, but the amount quoted is significantly higher. What do you recommend?

Options	Potential Impacts

## Gifts: Quick Choices

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A family who is receiving aid from your organization asks you to eat dinner with them. **Do you accept?**

Yes     No

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Do you think offering a meal in this situation is an act of corruption?

Yes     No     It Depends

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The head of the village where your organization is distributing aid wants to give you a valuable rug as a gift in thanks for your help. **Do you accept?**

Yes     No

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Do you think it is an act of corruption to offer this rug?

Yes     No     It Depends

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You would like to discuss the best ways to offer aid with the community leaders, but they request a gift of five fish before meeting. **Do you give the fish?**

Yes     No

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Do you think it is an act of corruption to request five fish in exchange for a meeting?

Yes     No     It Depends

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In another village, you would also like to meet with the community leaders to discuss the best ways to offer aid, but they request a gift of \$100 before meeting. **Do you give the \$100?**

Yes     No

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Do you think it is an act of corruption to request \$100 in exchange for a meeting?

Yes     No     It Depends

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### Gifts: Partner Activity

You frequently need the Director of Infrastructure in the local government to sign paperwork and permits. However, his assistant is really the key to getting anything processed, and she has become a bottleneck for most things that you are trying to accomplish.

You have noticed she is much more efficient with helping out staff members who work at other organizations. A colleague mentions that in this country, it's considered polite to give gifts to those who are assisting you in business matters, so he brings a box of chocolates or similar gift when making a request. What do you do?

Options	Potential Impacts

## Exploitation: Quick Choices

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A volunteer tells a beneficiary that he will remove her entire family from the distribution list unless she has sex with him.

Do you think that the volunteer committed an act of exploitation?

Yes  No

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Julian asks his assistant, Lucia, on a date. Lucia is uncomfortable saying no, so she accepts. She tries to avoid being alone with Julian in the future to prevent him from asking her on another date.

Do you think that asking a direct report on a date is an act of exploitation?

Yes  No

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Your organization hires beneficiaries as low-wage day laborers for months at a time. According to the laws, after 30 days these day laborers should become employees and be entitled to higher pay and benefits. Most of the day laborers are grateful for the work and are afraid that requesting what they are entitled under the law may result in them losing their jobs.

Do you think that continuing to classify workers as day laborers instead of employees under these circumstances is an act of exploitation?

Yes  No

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The NGO's local office cannot afford to hire additional fulltime workers, so it encourages its existing employees to work extra hours in exchange for additional pay. Several workers take advantage of the opportunity. Others decline and are not penalized.

Do you think that asking employees to work extra, paid hours is an act of exploitation?

Yes  No

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## Signs of Corruption in the Office: Group Discussion Bid Documents

Marly Medical Supplies  
254 5th St.

500 Mdeical Kits --- \$550

Price good until April 3

Kits Medical  
75964 North West Blvd

500 Mdeical Kits: \$600

Total: \$600

Green Care Supplies  
325 High St.

500 Mdeical Kits: \$800

"Quality medical  
supplies for 50  
years"



## Additional Paperwork Signs: Partner Activity (Page 1 of 2) Expense Report

Expenses	Dates	Details	Amount	Notes
Transportation	December 6, 2014	Taxi	\$35.30	No receipt
Lodging	December 6th - 9th	Carlson Inn	\$354.87	Credit card receipt provided, instead of itemized receipt
Meals	December 6, 2014	Lunch	\$60.32	
	December 7, 2014	Dinner	\$20.39	
	December 6, 2014	Lunch	\$40.28	
	December 8, 2014	Dinner	\$69.23	Receipt missing date

## Additional Paperwork Signs: Partner Activity (Page 2 of 2) Vehicle Logs

Date	Mileage Start	Mileage End	Summary of Trip Details
Aug 7	29642	29702	Mr. Cissee to regional office
Aug 8	29702	29724	Mr. Kone to field office
Aug 9	29724	29730	Mr. Kone to field camp
Aug 11	29730	29754	Mr. Kone to shop

Total Kilometers: 112

Total Fuel: 18 liters

Date	Mileage Start	Mileage End	Summary of Trip Details
Aug 9	47312	47350	Meeting
Aug 10	47350	47372	Mr. Cissee to camp
Aug 11	47372	47402	
Aug 11	47402	47412	Ms. Turay to buy supplies

Total Kilometers: 100 Total Fuel: 24 liters

Date	Mileage Start	Mileage End	Summary of Trip Details
Aug 9	64321	64343	Ms. Sall to camp
Aug 10	64343	64353	Ms. Sall to construction site
Aug 11	64353	64364	Ms. Sall to meeting with mayor
Aug 11	64364	64374	Ms. Sall to construction site

Total Kilometers: 53

Total Fuel: 8 liters

## Signs of Corruption in the Field: Group Discussion Registration Documents

Name	Location	Phone Number
Aneshe Fourie	32 Block A	425-1342
Jeso Naidoo	14 Block C	634-4321
Leaubula Govender	65 Block D	425-4245
Likhang Barnard	54 Block D	636-4673
Masoabi Reddy	14 Block C	425-4245
Msizi Brown	8 Block A	425-4245
Likhang Barnard	23 Block C	465-1246

## Preventing Corruption in Humanitarian Aid

# Key Messages

- Corruption is defined by Transparency International as **“the abuse of entrusted power for private gain.”**
- Corruption has many shapes and forms. It can be financial as well as non-financial.
- Say “no” to all forms of corruption, large and small.
- Demonstrate transparency in your work and expect the same from your colleagues and partners.
- Engage the beneficiaries and the local community in zero-tolerance for corruption and establish reporting mechanisms.
- Report your concerns about corruption to management or through your organization’s anonymous reporting mechanism.
- Be familiar with your organization’s Code of Conduct and other related policies.

## **Preventing Corruption in Humanitarian Aid**

# **Strategies in the Fight Against Corruption**

While the best solution will vary, some options and signs you explored in this course are listed below. You should also know and follow your organization's policies.

### **What you can do to avoid corruption**

- Do not pay bribes.
- Request an official receipt or statement for all payments large and small.
- Ask your supervisor or colleagues for help when facing difficult situations.
- Be open about any potential conflicts of interest and remove yourself from participating in such situations.
- Be careful with giving or accepting gifts.
- Band together with other partner organizations and individuals.
- Involve the community, including beneficiaries and local officials.
- Explain how corruption will reduce your ability to help beneficiaries.

### **Potential signs of corruption**

- Someone who seems to be hiding information.
- Changes in behavior and lifestyle of colleagues or partners, such as living above one's means.
- Missing or suspicious information on expense reports, vehicle logs, invoices, beneficiary registrations documents, or other paperwork.
- Changes in work patterns, such as always working late, not taking leave, or missing appointments and deadlines.
- People (managers, employees, volunteers, beneficiaries, etc.) who seem unusually nervous around other people.
- Circumstances that do not match the information you had on a situation in the field.
- Officials who are reluctant to give you access to beneficiaries or information.
- Signs of diversion, such as an increased number of goods reported as destroyed or missing, or relief items showing up at the local marketplace.

### **Options for reporting**

- Share your concerns with management.
- Report your concerns using your organization's anonymous reporting mechanism (phone line, suggestion box, online form, etc.)
- Report your concerns to the human resources department.
- Advocate for mechanisms for anonymous reporting for beneficiaries, officials, and the wider local community.