

UNCAC Coalition

Policy on Conflicts of Interest, Gifts and Anti-Corruption

Introduction

The UNCAC Coalition (the Coalition) is committed to conducting its operations and activities in line with its declared values in a highly ethical, honest, transparent, and accountable manner. Anybody who works with or represents the Coalition is expected to act with a high level of integrity, ensuring that we live according to those values and principles we advocate for, thereby being true to our vision and safeguarding our reputation.

As part of this commitment, this policy sets out the Coalition's stance on addressing gifts, conflicts of interest and any form of corruption, outlining principles and practice that all staff, board members, volunteers, contractors, consultants, and other parties and individuals associated with or representing the Coalition must adhere to.

Gifts

Cultures around the world have different customs about giving and receiving gifts. As the acceptance of a gift may appear to create a liability of some sort, we will refrain from giving or accepting gifts, favours and gratuities in connection with our duties for the Coalition, in line with the following principles:

1. We will never accept directly or indirectly any discount, gift, entertainment or favours (all referred to as gifts) of any form or value that may influence or be perceived to influence the exercise of our functions or performance of our duties or judgement when working for or representing the Coalition.
2. Gifts in the form of cash or equivalent cannot be accepted.
3. Isolated gifts of a value of less than € 20 (e.g., branded promotional items, an ordinary beverage, modest tokens of appreciation) may be accepted, provided that they are in line with principle (1.) above.
4. The acceptance of gifts with an approximate value between € 20 and € 100 is tolerated if:
 - a. If the gift is of a nature that makes it highly unlikely to be (perceived as) influencing or affecting the exercise of functions or duties and thus not constituting an infraction of principle 1. above (e.g. a lunch invitation of a board member by the Managing Director), and

- b. it has been declared and recorded in a [Gift Register](#) that is accessible to Team and Board members.
5. Any gifts with a value of € 100 or more shall not be accepted.

Conflicts of Interest

Persons affiliated with the UNCAC Coalition should aim to avoid any situation that might involve or lead to a real or perceived conflict of interest.

Any potential, actual or perceived conflicts of interest¹ should be managed in line with the following principles:

1. **Disclosure:** Any potential, perceived, or actual conflict of interest should be disclosed immediately to other persons involved in a (decision-making) process or to supervisors, if applicable.

Examples of a potential conflict of interest are:

- a) family connections or a personal relationship, a current or past professional relationship² or connection to a (potential) vendor, contractor, party in a legal agreement, grantee, donor or candidate for a vacancy;
- b) personal or organizational financial interests that may be perceived as having an impact on a decision;
- c) an individual having responsibilities towards two separate organizations and having to take a decision that would be of benefit to one and adverse to the other,
- d) a staff member who has previously met with, been in contact with, or worked with a candidate or possible contractor, but has otherwise no close relationship, and is only one of several people involved in the decision-making process.

2. **Recusal:** Where the conflicted individual would normally be alone in charge of taking a decision, they must recuse themselves from that responsibility and following disclosure of the conflict ask their line manager or a peer to take the decision in their stead and in the best interest of the Coalition.

In cases where the conflicted individual is part of a Coalition decision-making body, non-conflicted peers on that body must decide whether the self-declared or established conflict of interests requires the individual to:

- Refrain from being present during the deliberations and decision;
- Refrain from taking part in the deliberations and decision while still being present as a silent observer;
- Refrain from taking part in the decision but is available to answer questions from their peers on the matter.

¹ A conflict of interest is a situation in which a person or entity has a private or personal interest sufficient to influence or appear to influence the impartial and objective performance of their professional duty or that may affect a specific decision-making process.

² Such as having worked jointly for the same employer or on the same project or effort, or having otherwise closely collaborated with a person.

Parameters that the non-conflicted members of the deliberating body may consider to inform their decision thereon may include:

- The intrinsic or perceived sensitivity of the decision at stake;
- The severity of the conflict of interest; and
- The openness and pro-activity with which the conflicted individual has approached the situation.

3. **Resolution:** In case of unresolved conflicts of interest (i.e. when conflicts are not recognized, not disclosed, or not managed appropriately), the matter will be referred to the Coalition's Coordination Committee – its Board – for resolution.

All Board members and the Managing Director shall disclose in a standardised online declaration form any interest that could potentially lead to a conflict with the interests of the Coalition. Such declaration shall be kept updated and confirmed or amended ahead of in-person Board meetings and any board meeting with agenda items where a conflict of interest may arise (i.e. decisions on contracts, consultancies, ect.).

Anti-Corruption

We will uphold all laws, in particular those relating to anti-bribery and corruption, in all the jurisdictions in which we operate. We are bound by the laws of Austria in regards to our conduct at home, and by laws of the countries we act and operate in.

The UNCAC Coalition has a zero-tolerance approach to making or accepting kickbacks and to soliciting, accepting, giving, offering or promising bribes³, or any other undue advantage, to influence a decision or action.

Reporting

Any corruption attempt, whether offered or solicited, should be reported immediately to a supervisor, the Managing Director or the Board, or in line with the Coalition's [Policy and Procedure on Preventing and Addressing Misconduct](#).

Persons observing or gaining knowledge of bribery or other criminalized forms of corruption are also encouraged to report them to local anti-corruption authorities through appropriate and secure channels. Corruption offences related to Austria can be reported to the Austrian White-Collar Crime and Corruption Prosecutors office through its anonymous whistleblowing mechanism ("Hinweisgebersystem")⁴ or to the Austrian police.

Disciplinary actions

The UNCAC Coalition will cancel any contracts or agreements with a contractor if a contractor is found guilty of severe misconduct such as bribery or other forms of corruption. Similarly, the Coalition reserves the right to cancel any contract found to have been made in spite of a severe (perceived) conflict of interest. The Coalition standard contract templates

³ A bribe refers to any offering, giving, receiving, or solicitation of any item of value, gain or advantage to influence the actions of an official or other person.

⁴ <https://www.justiz.gv.at/wksta/>.

should be drafted accordingly and, where these are not used, the Coalition will make sure that such provisions are inserted into the contract.

The policies and procedures governing disciplinary actions which may be taken are covered under the Policy and Procedure on Preventing and Addressing Misconduct.

The UNCAC Coalition recognizes that individuals representing the Coalition may become a victim of extortion, being coerced to make a payment, including in situations that pose a risk to their safety. In such extraordinary circumstances, the affected person shall create a record of the incident and report it to their supervisor or the Managing Director.

Implementation

The Coalition will ensure that this policy is published online, disseminated to relevant persons and included or referenced in relevant staff policies and contracts. All new employees, volunteers, CCC members and consultants of the Coalition must be informed on the content of this policy.