



**IWGIA**

INTERNATIONAL WORK GROUP FOR INDIGENOUS AFFAIRS

---

## IWGIA ANTI-CORRUPTION POLICY

### Introduction

The anti-corruption policy applies to all volunteers, employees, management and the Board at the International Working Group for Indigenous Affairs (IWGIA) and our partners. Everyone mentioned above is required to follow this anti-corruption policy, and any infringement of this policy will be treated in accordance with the rules for follow-up and reporting described in this document.

IWGIA defines corruption as misuse of trusted power and means for the sake of own gain. This definition can be found in the Danish penal code and in international conventions. Corruption can be exemplified as bribery, fraud, embezzlement and extortion.

Corruption is a threat against good governance, sustainable development, democratic processes and good business practice and contributes to social inequality. IWGIA is at all times responsible towards our target groups, cooperating partners and donors, and prevention of corruption is crucial for the development results, we wish to achieve in our work.

The purpose of this anti-corruption policy is to support ethics of work which are characterized by a high personal and organisational integrity, both internally and in relation to partners and donors. IWGIA strives to make clear demands to prevent and fight corruption, and we will fulfil this responsibility by promoting transparency and democratic control within our own organisation and our partner organisations. Each member of IWGIA's Board shall declare in a Register of Interest any and all interests that could potentially lead to, or could be perceived as, a conflict of interest. Issues of conflict of interest, transparency and information are also covered by IWGIA's Board Governance Policies. Issues of conflict of interest by management and staff are covered in all employment contracts in IWGIA.

According to Transparency International's corruption index<sup>1</sup> many of the countries in which IWGIA works are among the countries with the highest risk of corruption. IWGIA must ensure that the funding, which we administer, does not end in the wrong pockets. IWGIA receives funding from many different sources and donors, and we have a responsibility to administer this funding in a responsible manner.

IWGIA works in developing countries in complex contexts with various languages and cultures and recognises that we and our partners must be able to carry out our work within these differences. This makes big demands on all to maintain and promote a high ethical standard and responsible behaviour built on knowledge, respect and common sense.

IWGIA follows Danish legislation, as well as the national legislation where we work, and observe the rules and regulations of international law.

### Principles

---

<sup>1</sup> <http://www.transparency.org/>



**IWGIA**

**INTERNATIONAL WORK GROUP FOR INDIGENOUS AFFAIRS**

---

## **1. Conflict of interest**

*We will avoid any inexpedient conflicts of interest – real or potential – between personal interest, interest of IWGIA, and the interest of our partners. Avoiding conflict of interest is the overall principle in fighting corruption. A conflict of interest can arise from situations in which you as a IWGIA employee has a private interest that could influence your professional performance for IWGIA or one of our partners.*

Conflicts of interest occur frequently and are not necessarily corrupt. It is how they are identified and managed that is important. If conflicts of interest situations are not properly identified and managed, they can endanger the integrity of IWGIA and our partners, and can result in corruption. The staff member is expected to show good judgment and when in doubt, contact the superior. In questions of conflict of interest, it is important to use personal judgment and common sense to make the right decisions.

IWGIA's Board members shall declare in a Register of Interest any and all interests that could potentially lead to, or could be perceived as, a conflict of interest. IWGIA staff and management all have conflict of interest clauses in their employment contracts.

## **2. Abuse of power and extortion**

*We will not seek to influence any person or institution for private purpose by using our official position or offering them personal advantages. Likewise, we will not use IWGIA's property, facilities, services and financial resources for private purposes except when permission is given. We will not use any forms of extortion as a method to gain advantages.*

This principle implies that representatives of IWGIA should not use their professional status in IWGIA or in a partner organization for private gain. An example could be abusing good relations to suppliers to gain reduced prices for own advantage (e.g. computers, cars, food, consultant support or traveling for private use, etc.). It is also not allowed to abuse the power as a manager to get personal favors or services done by employees.

## **3. Fraud and Embezzlement**

*Fraud and embezzlement are illegal and must not be used as methods to gain personal or professional advantages or property in relation to IWGIA, partner organizations or any other stakeholders.*

Fraud is defined as economic crime involving deceit, trickery or false pretenses, by which someone gains advantages or funds unlawfully. Embezzlement is defined as the misappropriation of property or funds legally entrusted to someone in their formal position as an agent or guardian. Examples of fraud and embezzlement are false documentation, lying about qualifications and abusing power/knowledge to steal cash and equipment from the office, or misusing funds entrusted to us.

IWGIA and our donors' rules for accounting and documentation shall therefore be applied at all times. E.g. approval of payments has to follow the instructions in the "Finance Manual" and approval of programmes and projects has to follow the IWGIA "Programme Manual". All involved parties are expected to show honesty and not to abuse their positions for own gain.

## **4. Bribery**

*Bribery is defined as the act of offering someone money, services or other valuables, in order to persuade him or her to do something in return.*



**IWGIA**

**INTERNATIONAL WORK GROUP FOR INDIGENOUS AFFAIRS**

---

Bribery is illegal in all countries and harms the opportunities for fair and transparent relations of cooperation and the foundation for a democratic society. One example is that we do not receive bribes from potential partners or suppliers to make contracts with them and we do not give bribes to our partners as a way of influencing. Likewise does IWGIA under no circumstances accept bribery in order to promote the implementation of activities. We base our cooperation with partner organizations on mutual ownership, accountability, participation, equality, harmonization, and alignment.

### **5. Nepotism and favouritism**

*We will not favour friends, family or other personal relations in recruitment, procurement, aid delivery or other situations.* Nepotism is favouritism toward relatives and friends. For instance, offering friends or family members a contract, despite the fact that there are others who are better qualified and willing to perform the job, or offering higher earnings and other benefits to employees who have a personal relation to the management. To avoid favouritism and nepotism in procurement we follow IWGIA's "Finance Manual". In recruitment at IWGIA general transparent procedures are followed in order to identify the best candidate. It is important to underline that if conflicts of interests are handled, it can in some cases be acceptable to hire/collaborate with family or friends.

### **6. Gifts**

*We will not give or receive, directly or indirectly, any gift or other favour that may influence the exercise of our function, performance of duty or other ways of possibly harming IWGIA.* Gifts are defined as but not limited to: Services, travel, entertainment, material things or favours. In order to respect local traditions and conventional hospitality minor gifts are accepted. The value of an acceptable gift varies in different countries. Cash gifts are never accepted. All employees of IWGIA and our partners are expected to show good judgment and when in doubt, contact their superior. A rule of thumb is that a gift should never influence your independent judgment and that one should share the gifts with colleagues, if possible.

### **Complaint Mechanisms**

IWGIA will take a stand on those cases of conflict of interest, which may be difficult for an individual to decide. If a volunteer, employee, leader or member of the Board in IWGIA or in a partner organisation discovers a case of corruption, the person is obliged to report it to a superior. If the volunteer, trustee or staff member does not feel comfortable reporting to their supervisor, they can Report Fraud or Corruption via email through the Whistleblowing function on the IWGIA website, where it will be directed to the IWGIA Focal POINT ([whistleblower@IWGIA.org](mailto:whistleblower@IWGIA.org) ). The composition of the IWGIA Focal POINT on Corruption is explained on the website: <https://www.iwgia.org/en/whistleblower.html>

Cases of corruption can end in dismissal and notification to the police, or other types of sanctions, if it becomes clear that the law has been violated. Donors will be advised in case an investigation is commenced.

### **Publication**

IWGIA wishes to have an open policy regarding our practice for finances and accounting. Cases of corruption, or cases where an investigation has taken place due to a suspicion of corruption will be shared with all relevant stakeholders. The anti-corruption policy is publicly available on the homepage.



**IWGIA**

INTERNATIONAL WORK GROUP FOR INDIGENOUS AFFAIRS

---

Adopted by the Board on 29/10/2021

Copenhagen, October 2021