

Purpose

The purpose of this policy is to prevent and address fraud and corruption to protect the interests and resources of Medair, its employees, volunteers, beneficiaries, donors, suppliers, contractors and other stakeholders.

Scope

The scope of this policy is broad and inclusive. It applies to all Medair locations worldwide and anyone or any entity or organisation that is a Medair Representative under the Medair Code of Ethics.

Management Commitment

Medair management is committed to the following:

- Preventing, detecting and investigating all instances of fraud and corruption.
- Requiring its employees to act honestly and with integrity at all times to safeguard the resources and assets for which they are responsible.
- Thoroughly investigating alleged or suspected fraudulent behaviour.

Responsibility

Fraud prevention and detection is a responsibility of **every** Medair employee.

Definitions

The legal definition of fraud may vary from country to country, but is commonly understood to be:

- The intentional act or attempt to dishonestly or deceptively obtain funds or information or to avoid an obligation, which results in a loss to another party whether or not there is personal benefit to the person committing the fraud.

In addition, Medair considers the following as fraudulent activity:

- Bribery - the act of offering or accepting money or gifts for the purpose of altering the normal behaviour or influencing the decision of another party.
- Collusion - a secret agreement between two or more parties to deceive, mislead or defraud others, usually to obtain a financial advantage.
- Conspiracy - a secret agreement between two or more parties to perform an illegal act.
- Corruption - the misuse of entrusted power for personal gain, monetarily or otherwise.
- Embezzlement - the act of taking money or property entrusted to you, which belongs to another party, for personal use or gain.
- Exploitation - a predatory act to gain material advantage at the expense of another individual or party; and includes racial or gender segmentation or discrimination.
- Extortion - the use of threat, force or violence to obtain either money, property or an unfair advantage.
- Forgery - an illegal modification or reproduction of a signature, purchase order, contract or other document with intent to deceive; the production of a counterfeit document in place of an original.
- Theft - the illegal taking of another party's property, assets or services without that party's freely given consent; includes stealing, robbery, larceny, pilfering and/or misappropriation.
- Waste – the careless, excessive or extravagant use of resources in a manner that does not further project objectives or the mission of Medair.

Examples

Examples of fraudulent activity include, but are not limited to:

- theft of money or property belonging to Medair or any of its employees
- falsification of receipts or personal expense claims
- misuse of money given for a specific purpose
- signing documents in place of another
- misuse of vehicles, phones or other Medair assets
- favouring specific suppliers in order to make financial or other personal gain
- obtaining money, benefit or goods dishonestly
- the acceptance or offering of bribes
- exerting unwelcome influence on a decision.

Duty to Report

Every employee or Medair Representative has the duty to report suspected fraud or corruption.

Refer to the Fraud and Misconduct Notification Guideline for options on how to report an incident of suspected fraud or corruption. You may also contact:

Executive Office Director
Medair
Chemin du Croset 9
1024 Ecublens
Switzerland

Telephone +41.21.694.35.35
Facsimile +41.21.694.35.40
Email notify@medair.org

Confidentiality

All information pertaining to a known or suspected incident of fraud is to be treated with confidence and not disclosed or discussed with any other individual, except for those who have a legitimate "need to know" for purposes of inquiry, investigation, management or employee-related matters.

Related documents

- Medair Values
- Medair Code of Ethics
- Fraud and Misconduct Reporting Guideline
- Fraud Prevention Manual
- Incident Report template

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