

Association for Water and Rural Development (AWARD)

Anti-Corruption Policy

Last updated: 1st December 2024

v.1.3

Addendum 1 to contracts and agreements

1. Purpose

The purpose of this Anti-Corruption Policy is to outline the commitment of the Association for Water and Rural Development (hereafter 'AWARD') to ethical practices, transparency, and compliance with anti-corruption laws and regulations in the Republic of South Africa (hereafter 'South Africa') and the jurisdictions where it operates. This policy ensures that all employees, volunteers, interns, board members, consultants, contractors and other service providers, and stakeholders act with integrity and refrain from corrupt practices in all aspects of the organisation's activities.

2. Scope

This policy applies to all AWARD employees, board members, associates, consultants, volunteers, and any third-party individuals or entities acting on behalf of the organisation. It covers all operations, programs, and partnerships, both within South Africa and internationally.

3. Policy Statement

AWARD has zero tolerance for corruption in any form, including bribery, fraud, extortion, collusion, nepotism, favouritism, and misappropriation of funds or resources. We are committed to maintaining the highest standards of honesty, accountability, and transparency.

4. Definitions

4.1 Corruption: The abuse of entrusted power for private gain.

4.2 Bribery: Offering, promising, giving, or receiving any undue advantage to or from a public official, private individual, or entity to influence a decision.

4.3 Fraud: Deceptive actions or omissions intended to result in personal or organisational gain.

4.4 Conflict of Interest: Situations where personal interests conflict with the interests of AWARD.

5. Legal Framework

This policy aligns with the following laws and frameworks:

- South Africa's Prevention and Combating of Corrupt Activities Act (2004);

Unit 2 Moroela Park, Koedoe Street, Hoedspruit 1380 • PO Box 1919, Hoedspruit, 1380
T +27 67 657 7935 • F +27 (0)86 244 7106 • E info@award.org.za • W award.org.za

- The United Nations Convention against Corruption;
- Relevant European anti-corruption laws, including the European Union (EU) Anti-Fraud Programme and the General Data Protection Regulation (GDPR) for transparency and accountability.

6. Responsibilities

6.1 The Board of Directors is responsible for overseeing the implementation and monitoring of this policy.

6.2 Management is responsible for ensuring compliance through regular training, communication, and enforcement.

6.3 Employees, associates, consultants, contractors, and volunteers must report any suspected corruption immediately, in accordance with **Section 8** of this policy, or by close-of-business of the next applicable work day.

7. Prohibited Conduct

7.1 Soliciting, accepting, or offering bribes, kickbacks, or other forms of improper payments.

7.2 Engaging in fraudulent activities or misrepresentation of financial records.

7.3 Abusing positions of power to gain unfair personal or organisational advantages.

7.4 Appointing family members in any paid capacity, without the express, written permission of the Board of Directors.

7.5 Manipulating procurement or funding processes.

8. Reporting and Whistleblowing

8.1 AWARD encourages a culture of openness and will protect individuals who report corruption in good faith from retaliation.

8.2 Reports can be made anonymously via the office telephone number (+27 67 657 7935) or via email to the general AWARD email address (info@award.org.za) or to the Board of Directors via board@award.org.za.

8.3 All allegations will be investigated promptly and confidentially by an independent review panel.

9. Risk Assessment and Mitigation

9.1 Risk assessments will be conducted on a periodic basis to identify areas vulnerable to corruption.

9.2 Strong internal controls will be maintained, including separation of duties, clear approval processes, and annual financial reviews of the previous year's financial management.

9.3 Awareness and training programs will be provided to all staff, research associates, consultants and partners (as applicable).

10. Sanctions and Disciplinary Action

10.1 Any violation of this policy may result in disciplinary action, including termination of employment or contracts, and, where necessary, legal action as per the relevant policy or contract.

10.2 Contractors, consultants, service providers or partners found in breach of this policy may have their agreements terminated with immediate effect as per the relevant agreement or contract.

11. Record-Keeping

11.1 All financial transactions and relevant records will be accurately maintained and available for review by an independent, professionally-registered accounting company, duly appointed by the Board of Directors.

11.2 Annual Financial Statements for the organisation will be produced by an accounting company (subject to the same conditions as **Section 11.1** above).

11.3 Gifts, hospitality, and donations will be recorded and reviewed to ensure compliance.

11.4 Assets of the organisation that are to be disposed of will follow due procedure.

12. Policy Review

This policy will be reviewed periodically to ensure its effectiveness and alignment with evolving legal and ethical standards.

13. Commitment Statement

By adopting this policy, AWARD affirms its dedication to promoting integrity and combating corruption in all its forms. All employees, partners, and stakeholders are expected to uphold this commitment.

Signed:



Date: 01 / 12 / 2024

Approved by:

Dr Jai K. Clifford-Holmes

Executive Director and member of the AWARD Board of Directors