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Anti-Corruption Policy

2023



1. Policy Overview

Unite Together (UT) is committed to upholding the highest standards of ethical conduct and integrity in all its operations. This Anti-Corruption Policy provides a clear framework for preventing, identifying, and addressing corruption in all forms within the organization and its related activities. It extends our existing Code of Conduct by focusing explicitly on anti-corruption measures, ensuring that all UT personnel and activities adhere to both legal and moral standards.

2. Scope of the Policy

This policy applies to everyone within the organization, including board members, employees (both full-time and part-time), consultants, volunteers, and any third parties involved in projects or activities under the auspices of UT. It covers all operational regions, with particular attention to high-risk areas for corruption.

3. Definition of Corruption

Corruption involves unethical practices such as:

Bribery: Offering, giving, receiving, or soliciting anything of value to influence the actions of an official or other person in charge of a public or legal duty.

Kickbacks: Returns of a sum already paid or due as a reward for fostering further business.

Embezzlement, theft, and misappropriation: Misuse or unauthorized appropriation of funds or assets.

Fraud: Intentional deception made for personal gain or to damage another individual.

4. Prohibited Activities

UT explicitly prohibits:

Any form of bribery or kickbacks.

Misappropriation of organizational assets or funds.

Engaging in fraudulent activities to manipulate financial accounts or project outcomes.

Collusion and bid-rigging in procurement processes.

5. Gifts and Hospitality

UT maintains stringent guidelines regarding gifts and hospitality to avoid conflicts of interest:

No employee may offer or accept gifts that could influence decision-making processes.

All gifts and hospitality over a nominal value must be reported to the Admin Manager and recorded in a Gifts and Hospitality Register.

6. Compliance with Donor Policies



If a donor's anti-corruption policy conflicts with UT's policy, UT will adhere strictly to the donor's requirements to ensure compliance with their specific standards and regulations.

7. Reporting and Whistleblowing Mechanism

UT fosters an environment where individuals feel safe to report corruption without fear of retaliation:

Reports can be made confidentially to designated officers within the organization.

A whistleblower protection mechanism is in place to protect individuals who report corruption from any form of retaliation or harm.

8. Complaints Handling Mechanism

UT ensures a robust mechanism for handling complaints related to corruption:

All complaints received through any channel (email, in-person, anonymous submissions) are logged by the Admin Manager.

A preliminary assessment is conducted to determine the credibility and severity of the complaint. Valid complaints trigger a formal investigation, adhering to principles of fairness and confidentiality.

9. Training and Awareness

Regular training programs are conducted to educate all UT staff and associated parties about anti-corruption practices:

Training focuses on recognizing corruption risks, adhering to this policy, and the ethical handling of resources.

Awareness sessions are held to foster an organizational culture that supports transparency and ethical behavior.

10. Monitoring and Enforcement

The implementation of this policy is monitored by a dedicated committee comprising the Director, Project Manager, Accountant, and Admin Manager:

Regular audits and reviews are conducted to assess compliance with the anti-corruption policy. Any breach of this policy results in disciplinary action, which may include termination and legal action, depending on the severity of the misconduct.



11. Review and Update

This Anti-Corruption Policy is reviewed annually to ensure it remains effective and relevant. Changes are made based on evolving legal requirements, organizational needs, and feedback from staff and stakeholders.

12. Commitment to Ethical Practices

UT commits to maintaining a workplace and operational environment that is free from corruption and unethical practices. This policy is a testament to our dedication to operating with integrity and ensuring that all activities conducted under the banner of Unite Together are transparent and accountable.

Conclusion

By actively implementing this Anti-Corruption Policy, Unite Together ensures that its operations do not just meet the required legal standards but also foster an organizational culture that promotes long-term sustainability and trust among partners, beneficiaries, and stakeholders.

NGO Unite Together

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