

Jordanian Women's Union

Anti-corruption policy

Jordanian Women's Union is keen on adopting a zero-tolerance policy for any form of corruption, within the following controls:

- Not accepting corruption
- Corruption prevention
- Rapid Response
- Reporting any cases of corruption
- Gifts

Preamble

Not all activities known as corruption are considered illegal before the law. Sometimes, corruption is any conflict with the moral and ethical standards of the institution.

Corruption exists in various societies, as some people, and under certain circumstances, have the tendency to do activities deemed corrupt in the society, whether at higher or lower levels. Jordanian Women's Union stands against all possible degrees of corruption and at all levels.

Corruption constitutes a major obstacle for development, and it is a major cause of wasting resources and misusing them. Corruption is more damaging in poor societies, and it exacerbates the suffering of people. Women are among the most affected category of people, as they are usually among the most vulnerable and poorest segment in those societies. This increases the interest of the Jordanian Women's Union to combat all forms of corruption.

Corruption generally occurs when someone has the opportunity to take advantage of his/her position to gain a personal benefit. Recognizing or proving cases of corruption is a difficult and costly process. Accordingly, actual measures shall be taken to prevent corruption, by providing a clear guideline, sound working system and procedures, in addition to raising awareness and ensuring an effective monitoring and documentation system.

In the event that a corruption case is considered a legal violation, it must be reported directly to the administration and the relevant security authorities. In the event that it is proven as a crime, the one committed it shall be punished with an appropriate punishment, and s/he shall be dismissed from work. Since proving corruption or the inability to detect it may lead to withdrawing the funding from the donors, the one

who committed corruption will bear the financial responsibility arising from it to compensate for any losses.

Definition:

Jordanian Women's Union defines corruption as the exploitation and betrayal of trust, authority, or job position in a way that leads to gain an illegitimate personal benefit for individuals, political parties, companies, among others. Corruption includes the following cases:

- Bribery
- Extortion
- Favoritism and bias
- Conflict of interest
- Embezzlement
- Fraud
- Nepotism

Areas to implement this policy:

This anti-corruption policy includes the Jordanian Women's Union in all its branches, and it must be followed at the internal level and when dealing with partners.

This policy shall be implemented on all employees and partner institutions at all levels and throughout all activities. Partners shall ensure their own channels to report any suspicion of corruption in addition to what is mentioned in this document.

Responsibilities:

The General Manager is responsible for informing the Administrative body of the anti-corruption policy of the Jordanian Women's Union. Each Head of any Department shall inform his/her employees of the anti-corruption policy in the Union, in addition to the mechanisms for identifying and reporting cases of corruption, and ways to deal with the risks arising from it.

All employees shall work effectively to combat corruption, prevent it, identify and acknowledge the risks of corruption, and report any defect in work procedures or any suspicion of corruption in the Union.

Not accepting corruption:

Jordanian Women's Union has a zero-tolerance policy of corruption, and this means that the Union will not accept or tolerate corruption. However, the policy of not

accepting corruption shall not pose a threat to the life or health of individuals or others.

In the event of the occurrence of a threat, the safety of individuals takes priority. In the event that an employee is forced to participate in corruption in any way, this case shall be reported and documented in order to diagnose the causes and prevent similar cases from occurring in the future.

The policy of not accepting corruption means that individuals are conscious and aware of the negative effects of corruption, which is reflected in creating a world of justice and equality. It also indicates the awareness of the causes of corruption in order to prevent it.

Corruption prevention:

The following are some of the cases that may encourage corruption and shall be monitored to reduce it:

- Opportunity: Any opportunity for corruption shall be prevented or reduced.
- The institution's culture: good management, ensuring transparency, raising awareness among employees.
- Tolerance of corruption: Any form of corruption must not be tolerated, and a deterrent policy must be pursued.

Rapid Response:

When suspecting a breach of work procedures or corruption in the Union or during its activities committed by the partners, the necessary measures must be taken to investigate the matter. It is the responsibility of the Administration to investigate and take appropriate action.

In the event that a manager is suspected of committing corruption, a manager higher than him/her, the institution's auditor, the legal committees, or the security authorities (in this case, the security authorities undertake the investigation process) must be notified.

If necessary, a financial audit can be conducted with the aim of investigating the suspected corruption.

Reporting any cases of corruption:

Transparency and integrity shall be ensured when working to combat corruption.

If an employee notices a defect in work procedures or s/he is suspicious of corruption, s/he must inform the Administration, and it is not required to provide

conclusive evidence or to have full knowledge of the circumstances of the case. In addition, s/he must be protected from extortion or retaliation as a result of his report.

Gifts:

Jordanian Women's Union adopts a policy of not accepting gifts.

Bribery is considered a crime under the Jordanian law. Therefore, gifts are rejected because of the consequent legal prosecutions. The relationship between the beneficiary and the receiver determines whether the case is a gift or a bribe.

People who are friends with the institutions, partners, or donors shall not accept gifts until the period of employment with them is over.

People who have paid business visits, been invited to events as speakers or hosted as guests, can accept gifts of a nominal value, provided that it is not personal and is not exchanged for money.