

Kachhi Community Development Association (KCDA)

Anti-Corruption Code of Conduct

2014-2015



SAY NO TO CORRUPTION

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Reviewed by: - Rev. Shamoon (Executive Director) _____

Approved by: - Board Members (KCDA Executive Board) _____

KCDA Introduction:-

The Kachhi Community Development Association (KCDA) is situated in Lower Sindh i.e. in the south of Pakistan, an area less developed than the Punjab province. The KCDA is half a kilometre from the town of Rattan bad, and about 5 kilometres from Mirpurkhas. The organization has a team of 45 dedicated experienced staff and many volunteers.

The KCDA has been working for the Kachhi community for the last 10 years and has developed trust and strong relations with the Kachhi tribe in Sindh. The KCDA is registered under the Societies Act 1860(Reg. No. 4153). The organization's program operate in Mirpurkhas, Tando Allayer, Hyderabad and Sanghar districts of Sindh.

The organization is involved in the promotion of Mother Tongue literacy with special focus on the promotion of the education in deprived communities health issues concerning nurturing mothers, Women empowerment, Advocacy & Lobbying.

In 2013, the KCDA started to cooperate with partner organizations through the Anti-Corruption Course. The purpose of this course is to raise awareness among the leadership and personnel of development organizations and other groups about the dangers of corruption, to subsequently provide practical methods for working against and dealing with corruption's influences and affects, while at the same time maintaining integrity and efficient functioning of entities. The project helps organizations and other groups set a positive example for our community, wider society and the country

KCDA Vision: - A confident, self-organized & united Kachhi community in Sindh

KCDA Mission: - Empowering the Kachhi community through awareness raising education & leadership training in Sindh.

KCDA Core Values:-

- Co-operative effort
- Service to all regardless of religious affiliation
- Community-based development
- Respect for one's Mother Tongue and culture

Zero tolerance towards corruption

This Anti-Corruption Policy and its Code of Conduct are applicable to all staff working in the Kachhi Community Development Association (KCDA). Its purpose is to ensure and support behavior and work ethics characterized by the highest standards of personal and organizational integrity, both internally and externally with our many partners.

This Anti-Corruption Policy provides guidance to staff on their required conduct when confronted with corruption, corrupt practices or corrupt propositions, and when working to prevent corruption.

What is corruption?

Corruption is defined as the misuse of entrusted power for private gain. It affects everyone whose life, livelihood or happiness depends on the integrity of people in positions of authority. It threatens the stability and security of societies, and it undermines democratic institutions and values.

Corruption is best known in the form of bribery, fraud, embezzlement and extortion. However, corruption does not exclusively involve money changing hands; it may also include providing services to gain advantages, such as favorable treatment, special protection, extra services or quicker case processing.

Where and how to report corruption

Zero tolerance of corruption means that all staff upon suspicion or awareness of specific cases of corruption involving other staff members, partners in programmes and projects, and others with whom staff members cooperate, are obliged to immediately notify their superiors or controllers directly.

The KCDA has a human resource and financial policies and procedure must be followed as per those policies.

KCDA Anti-Corruption Code of Conduct:-

The KCDA's Board of Directors and management has made a decision to implement the highest standards of development of the Kachhi Community to behave ethically and to oust corruption from our society. The KCDA has strong motivated and dedicated staff who have already knowledge of the communities, partner organizations and the self-implementation of Anti-Corruption activities in our society and are committed to bringing step about a positive change and environment.

The KCDA defines the codes of conduct (ANTI-CORRUPTION) with regards overall organizational management, administration and programs to significantly improve and empower all environments. The KCDA aims to spread this knowledge through partners and social activist organizations all around Pakistan.

- KCDA staff should know and strongly believe the KCDA Vision, Goals, objective and programs
- KCDA staff should promote fundamental human rights without discrimination of any kind and treat people equally, irrespective of their social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, political affiliation, disability or health status, If any staff member is against any of these components its mean that he/she is a participant in corruption.
- It is KCDA policy on Anti-Corruption that nobody should accept gifts or other favours that may influence a project, program or administrative activities.
- We are to respect local culture and traditions.
- Nobody can receive any cash, payments, commission and benefits from the vendors, beneficiaries or any stakeholders for personal or official use.
- Staff hiring with any personal favour by higher authority will not be tolerated.
- Misuse of office material, vehicles and equipment for personal use is not allowed.
- Misuse of petty cash, activity materials or any financial fraud is corruption.
- Each financial transaction must be approved by appropriate supervisors.
- We give an assurance of accountability and transparency in each step of a project or program activity.

Signatory accepts that any breach of this Code of Conduct will result in possible disciplinary action according to the respective laws, KCDA's terms conditions and guidelines. If, for any reason, an exception to these rules is sought a written dispensation should be obtained from Senior Management in the KCDA

I Mr/Mrs _____ have read the KCDA ethics and Anti-Corruption Code of Conduct and promise that I will not do any activity against above-mentioned tenets and have a clear understanding of the KCDA. "Zero tolerance" policy. I recognize my responsibilities as an employee of the KCDA and I will respect and promote our KCDA Vision.

Staff Name: _____ Designation: _____ (_____)

Date: - _____