

Anti-Corruption Policy

Social Entrepreneurship Forum

Policy Scope

This policy applies to all Social Entrepreneurship Forum (SE Forum) activities. The policy applies to all staff, trustees, interns, members and participants in SE Forum. It also applies to all SE Forum collaborators and partners, and other persons carrying out activities or projects together with or on behalf of SE Forum.

The policy has been approved and adopted by the SE Forum Board

Date: 3 May 2016

Responsible: Nicklas Wallberg

Valid until further notice.



Definition

SE Forum follows Sida's definition of corruption, which is defined as: "abuse of trust, power or position for improper gain. Corruption includes, among others, bribes, bribery - including bribery of foreign officials - blackmail, conflict of interest and nepotism".

SE Forum's attitude towards corruption

SE Forum works to create positive social and environmental impact by working to promote and encourage social entrepreneurship, and conduct programs that support social entrepreneurs in the success of their business, thereby increasing its positive impact on society. A large part of social entrepreneurs' business is conducted in areas where social challenges are greatest, and where poverty is often widespread. Since poverty is a contributing factor to the rise of corruption the risks related to corruption are greater in the countries SE Forum interacts with or conducts activities in. It is therefore essential to highlight that the SE Forum's attitude to corruption, as defined above, is:

SE Forum should never accept or somehow contribute to corruption. SE Forum should always and in the best possible way prevent corruption and should always communicate and act on suspicion of corruption, even if this entails obstacles, delays or interruptions in operations.

SE Forum's commitment

The following commitments should always be applied by SE Forum:

- This policy will be included in all SE Forum agreements with partners and with all potential partners in future projects or programs, both Swedish and international.
- This policy shall apply to all contracts, including contracts awarded by the partners and potential partners in the future.
- Employees, interns, and trustees in SE Forum, as well as partners and potential partners in the future and the people involved on behalf of SE Forum, are obliged to act in cases of suspected corruption, and obliged to inform SE Forum in accordance with this policy.
- Managers in SE Forum are obliged to ensure that all employees and trainees are aware of this policy and associated guidelines for suspected corruption and apply them. The chairperson of the Board is required to ensure that all trustees and managers are aware of this policy and associated guidelines for suspected corruption and apply it.
- Employees, interns and trustees of SE Forum may not participate in decisions or prepare decisions in cases in which their impartiality might be questioned.
- Employees and interns are required to notify their manager if a possible situation arises in which their impartiality might be questioned. Trustees are required to declare themselves as biased in all those situations where it can be considered relevant.
- Employees, interns and trustees must not accept gifts from colleagues, partners, participants, sponsors or other individuals or groups, unless the gift is of minimal value.

How SE Forum will prevent corruption

SE Forum will work to prevent corruption through activities such as:

- analysing risks for corruption for all programs and activities
- analyse risks for corruption for all regions SE Forum works in or interacts with
- use methods to examine and assess reasonable costs before compensation is paid
- always apply this policy for procurement, initiation of new partnerships, employment and application processes
- always ensure that employees, interns, trustees, partners, participants and other persons involved in the SE Forum's activities have read this policy

Notification of suspected corruption

SE Forum should always act and inform on suspicion of corruption. This can be done preferably via the chairperson at the following email address, but can also be done via mail. The one who reports the suspicion has the right to remain anonymous. Outsiders may, upon suspicion of SE Forum involvement in corruption, report this via the same addresses.

chair@se-forum.se

SE Forum
Norrskan House
Birger Jarlsgatan 57C
113 56 Stockholm, Sweden

Responsibility for investigation

Chairperson of SE Forum has ultimate responsibility that suspected cases of corruption are investigated and reported to the Board and, where relevant, donors or partners. Employee program managers and employees in SE Forum's activities can be delegated responsibility for this within the programs and activities which they are responsible. In the event that the latter applies, the Board shall always be informed of suspected cases.

Partner Organisation _____

Representative Signature _____

Representative Name _____

Date _____