

ANNEX IV ANTI-FRAUD AND CORRUPTION GUIDELINES AND DECLARATION

Introduction

WARDI Relief and Development Initiative enforces a **zero-tolerance policy** toward fraud and corruption to safeguard its resources, reputation, and mission. Fraudulent or corrupt acts undermine organizational integrity, deplete funds, and erode donor trust. WARDI ensures that all stakeholders, including staff, vendors, and partners, are committed to ethical conduct.

Scope

This policy applies to all WARDI staff, non-staff personnel, vendors, and implementing partners. Fraud and corruption include acts such as forgery, misrepresentation, collusion, and misuse of resources. All incidents must be reported and will be investigated as per established guidelines.

Fraud Prevention Measures

- **Awareness:** Staff and stakeholders are educated about fraud risks and responsibilities.
- **Risk Management:** Fraud risk assessments are integrated into program and project designs, with measures to mitigate risks.
- **Internal Controls:** Strong policies, procedures, and monitoring systems are enforced to detect and prevent fraud.
- **Ethical Standards:** Staff recruitment and vendor selection prioritize integrity and compliance with codes of conduct.

Reporting Mechanisms

WARDI has established a confidential Hotline for reporting fraud. Reports should include specific details such as the nature of the wrongdoing, involved parties, and supporting evidence. Anonymous reporting is allowed, and whistleblowers are protected from retaliation.

Investigation and Action

All allegations are thoroughly investigated. Substantiated cases may lead to disciplinary actions, contract termination, or referral to national authorities. WARDI also implements lessons learned to strengthen future fraud prevention.

Transparency

WARDI is committed to transparency, reporting annually on fraud prevention, investigations, and outcomes.

Declaration

I hereby declare that I have been informed about and understand the anti-corruption guidelines of WARDI Relief and Development Initiative.

I commit to reporting any incident of fraud or corruption to the WARDI Relief and Development Initiative.

Company Name:

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Name of Authorized Representative:

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Position/Title:

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Signature:

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Date and Stamp:

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