

Union to Union's anti-corruption policy

Revised by the board: 2024-09-19

Union to Union works actively to diminish corruption within the organisation and its supported operations. *Union to Union* bases its anti-corruption efforts on the following values of good governance, transparency, accountability, participation, and effectiveness.

This is mainly done through preventive work such as education and strengthening of a value-base as well as promoting good governance in the projects and programmes carried out or supported by the Swedish trade union movement. If shortcomings are detected in the governance of the projects and programmes, *Union to Union* will support partners to strengthen their capacities and to act quickly by investigating, reporting, and rectifying suspected cases of corruption.

Open and responsible governance of society is a condition for genuine poverty reduction. Corruption aggravates poverty, undermines democracy and the protection of human rights, harms trade, hampers investments, jeopardizes good governance and decreases the mutual trust between people and trust in society.

The *Union to Union* statutes, adopted on May 7th 2015, state that: *as an aid organisation, Union to Union is subject to donor rules and is committed to upholding proper internal control, transparency and ethics, and to preventing conflicts of interest.*

Responsibility

The Secretary General is responsible for keeping the policy updated as required and implemented in the organisation. The policy is monitored and evaluated by the secretariat and the board leading to continuous learning.

Main points of the guidelines

Union to Union adheres to the definition of corruption used by *Transparency International*:

"Abuse of entrusted power for personal gain".

When - an organisation, institution, company or individual – makes undue gains by virtue of one's position. Gains can include monetary as well as other benefit, for example increased influence, improved reputation, political recognition, electoral votes, sexual or other services. Such benefits can be obtained in exchange for food, accommodation, protection,

and the like. However, corruption can also consist in failure to act, for example, to not report a suspected person.

The concept of corruption includes incidents such as bribing or taking a bribe, extortion, favoritism and nepotism, conflict of interest, fraud, and embezzlement. Also, negligence and mismanagement can be a form of corruption and sexual harassment, gender-based violence and assault. Corruption is a form of abuse of power.

Target group

The policy refers to all activities conducted and paid for by *Union to Union* and shall be applied by all parties involved. Every employee, elected official, partner, contracted consultant and intern is responsible for practicing the policy in the work/mission, which includes preventing, remaining vigilant and attentive and reporting suspected corruption in line with *Union to Union's* established complaints mechanism for suspected corruption cases.

Purpose

It is of utmost importance that the credibility and good reputation of the Swedish trade union movement in Sweden and internationally is maintained to quality assure the international trade union solidarity work. The core value base of the trade union movement shall be protected and promoted.

From *Union to Union's* statutes:

Union to Union's fundamental values derive from the UN Universal Declaration of Human Rights, upon which union-led development cooperation is also based. Equal worth, rights and treatment for all people, solidarity, democracy and sustainable development inform every aspect of Union to Union's work.

Union to Union promotes respect for union rights as well as other human rights, and in so doing works for greater democracy and equality, the global and equitable distribution of power and resources, and poverty reduction.

Union to Union is committed to helping the establishment of independent, democratic, and egalitarian union organisations with the capacity to represent the interests of their members and to actively promote democracy, human rights, respect for international law, the fair distribution of resources and sustainable development.

By conducting a systematic anti-corruption work *Union to Union* wants to create knowledge and promote preventive measures, encouraging positive behaviors and hampering mistakes, tracing failures, and taking relevant measures.

It is fundamental for *Union to Union* to prevent, never accept corruption, and act and inform whenever there is suspicion of corruption. The following basic principles are important in the work to fight corruption:

- Transparency – Through insight into the activities control is strengthened and confidence created towards employees, donors, and partners as well as to the people for whom the activities are for.
- Accountability – To be able to fight corruption it is necessary that responsible individuals can be held accountable for their acts by the people/groups who have given them the confidence to conduct the work or through legal bodies.
- Participation – To be able to fight corruption in practice trade union organisations need to have real ownership and influence over all relevant processes of the projects.
- Effectiveness – Available resources must be used as effective as possible.

Union to Union will make sure that:

- employees, elected officials, partners and contracted consultants have sufficient knowledge about the anti-corruption policy and that it is applied in the activities. Regular training, learning and reviews are essential.
- documented procedures, guidelines, formats, and agreements that help in the prevention of corruption are known and used within the organisation.
- there are clear routines and systems to deal with suspected cases of corruption.
- updated instructions for possible complaints and feed-back are available and updated on the website.

Commitments for employees, elected officials, partners and contracted consultants

Employees, elected officials, partners and contracted consultants, and interns shall:

- work to ensure democratic processes and good governance based on transparency, accountability, participation and effectiveness.
- estimate the risks of corruption when developing new routines, delegation of authority and signatory powers, agreements, recruitment, plans and budgets for activities, programmes and projects.
- ensure that planned work has clearly formulated purposes, expected results and activities and routines for follow-up and learning.
- learn from experiences and continuously improve routines and ways of co-operation.
- assess the capacities of partners to handle grants satisfactorily in cases when the activity includes management of funds.
- when receiving gifts; only accept gifts of symbolic value, clarify that they are not received on personal behalf. All funds and materials entrusted with must be handled with care and any financial resources or material gifts must be fully reported and declared whenever asked for.

Implementing the anti-corruption work

The Secretary General of *Union to Union* is responsible to follow-up the implementation of the anti-corruption work and related guidelines.

The management of reported cases of suspected corruption follows *Union to Union's* established procedures for the handling of corruption cases. Complaints and reports may come from whistleblowers, partners or directly from *Union to Union* staff.

Union to Union adheres to Sida's rules and regulations which implies that Sida should promptly be informed of suspected corruption cases. If resources come from another donor, this donor needs to be notified. In all cases the relevant Swedish trade union(s) need to be informed. As part of the mandate, the Secretary General, decides on a case by case basis, how the management team and board shall be informed.

In cases of suspected corruption, if deemed necessary, *Union to Union*, shall ensure that a specific investigation is carried out, such as an external audit or forensic audit. If the case involves other issues than financial fraud, it could be warranted to put in place various types of restrictions, disciplinary actions, or new routines. Funds can be revoked, stopped or frozen. A case of suspected crime needs to be reported to the police authorities.

Union to Union glossary

This glossary defines some, but not all, types and forms of corruption.

Abuse of power	The improper use of a person's position to materially benefit oneself or any other party.
Bribery	The act of dishonestly influencing someone to act in a particular way by offering a payment, gift or benefit.
Conflict of interest	A conflict between the private interests and the official responsibilities of a person in a position of trust.
Embezzlement	To steal, misdirect or misappropriate entrusted funds or assets.
Extortion	The practice of obtaining something, such as money, sexual favours or power and position through force or threats.
Fraud	An economic crime involving deceit, trickery or false pretences, by which someone makes unlawful gain or illegal advantage. Fraud often accompanies corrupt acts such as embezzlement, where it is typically used to falsify records to hide stolen resources.
Harassment	A form of discrimination which can be described as unwanted physical or verbal behaviour which one finds offensive, or which makes someone feel intimidated or humiliated. It can happen on its own or alongside other forms of discrimination.
Sexual harassment	One of the various forms of harassment. It includes comments and gestures of a sexual nature, groping or showing pornographic images. It may also be unwelcome compliments, invitations, allusions and demands for sexual services. Sexual harassment can also be criminal acts, such as slander, gross slander or insults, unlawful invasion of privacy, abusive photography, molestation or sexual molestation.
Nepotism/favouritism	Favouring relatives, personal friends, own group/tribe or supporters when carrying out ones duties.