

Amphibian Survival Alliance Anti-Corruption Policy

1. PURPOSE

The Amphibian Survival Alliance (ASA) is committed to operating with the highest levels of integrity, ethics, and transparency, and is dedicated to preventing corruption in all its activities. This Anti-Corruption Policy outlines ASA's approach to prohibiting corruption and promoting ethical conduct.

2. SCOPE

This policy applies to all ASA personnel including Secretariat members, Global Council members, volunteers, contractors and partner organizations. It covers all aspects of ASA's operations worldwide, including but not limited to financial transactions, procurement, reporting, and external relations.

3. DEFINITIONS

Corruption includes bribery, fraud, extortion, collusion, conflict of interest, abuse of power, and any other form of unethical behavior intended to gain an undue advantage or to avoid an obligation. Specific corrupt practices include but are not limited to:

Bribery: Offering or receiving anything of value to influence a decision.

Kickbacks: Payment provided in exchange for favorable treatment.

Facilitation payments: Payment to expedite routine processes.

4. POLICY STATEMENT

4.1 ASA prohibits all forms of corruption and requires all personnel to act ethically, honestly, and with integrity in all activities. This includes a prohibition on facilitation payments.

4.2 ASA personnel must not offer, give, solicit, or receive bribes, kickbacks, or any other form of improper payment or inducement to or from any person or entity. This applies to both financial transactions and non-financial favors.

4.3 ASA personnel must disclose any actual, potential, or perceived conflicts of interest relating to their work for ASA. Conflicts of interest must be proactively managed and resolved.

4.4 ASA will maintain robust financial controls, record-keeping, and procurement procedures to minimize corruption risks.

4.5 ASA will take swift and appropriate disciplinary action against any personnel found to be involved in corruption, up to and including termination of contracts/agreements, removal from position or the partnership, and, where applicable, legal action.

4.6 ASA will conduct thorough investigations into any suspected corruption and will protect those who report concerns from retaliation.

4.7 ASA will require all partners, suppliers, contractors, and grantees to either comply with this policy or have equivalent policies in place. Violations may result in termination of partnerships or agreements.

5. RESPONSIBILITIES

5.1 The Executive Director is responsible for oversight of this policy and handling reports of corruption. The Global Council provides governance oversight.

5.2 ASA will offer training sessions to all personnel on this policy and will include anti-corruption clauses in all contracts and partnership agreements.

5.3 This policy will be communicated and available to all ASA Secretariat members. Anti-corruption training will be part of the onboarding procedures for new hires.

5.4 This policy will be regularly reviewed and updated to ensure it remains effective. Updates must be approved by the Global Council.

6. MONITORING AND REVIEW

6.1 The Executive Director and Global Council will periodically review corruption risks, policy implementation and due diligence procedures to ensure effectiveness.

6.2 ASA will engage in regular audits and assessments to identify areas of potential risk and to test the efficacy of existing controls.

7. REPORTING AND INVESTIGATION PROCEDURES

7.1 ASA Secretariat members must promptly report suspected corruption through established reporting mechanisms, which may include anonymous channels.

7.2 All reports will be investigated thoroughly, and confidentiality will be maintained to the extent permitted by law. Investigations will adhere to principles of fairness and due process.

8. RECORD KEEPING

All documents relating to corruption issues, including but not limited to investigation reports and financial records, will be maintained securely and in compliance with applicable laws.

9. PARTNERS AND CONTRACTORS

9.1 ASA will conduct anti-corruption due diligence on all partners, suppliers, and contractors before entering into agreements.

9.2 Anti-corruption clauses will be explicitly included in all contracts and agreements. Violations may result in termination and, where applicable, legal action.