

AUSTRALIAN DOCTORS FOR AFRICA

Policy: BRIBERY AND CORRUPTION

Date approved: 04/19

Date of next review: 10/20

Approved by: Board of Management

1.0 PURPOSE AND SCOPE

1.1 Purpose

This policy seeks to ensure that Australian Doctors for Africa (ADFA) does not participate in the payment of facilitating fees, kickbacks, bribes or other payments, either in Australia or overseas. In Australia this practice is illegal and both domestically and internationally the practise undermines our sustainable development.

1.2 Scope

This policy applies to all staff, office bearers and volunteers of ADFA, as well as to all those with whom ADFA has professional dealings, including partners.

2.0 POLICY STATEMENT

2.1 Nature of Overseas Activities

ADFA provides voluntary surgical, medical, nursing and physiotherapy assistance to overseas countries. Medical and surgical supplies and hospital equipment are sourced from within Australian or overseas by donation or by commercial transaction. This equipment is then transported to the destination country, cleared through Customs and the relevant health agency and delivered to the recipient hospital.

The equipment is unpacked and distributed to the intended operating theatre, referral clinic, emergency department or consulting room.

At every stage of this process ADFA may be required to pay commercial fees, purchase equipment, pay freight, pay clearance agents and make transfers to pay customs and import duties.

Apart from these normal commercial transactions ADFA does not and will not pay inducements, kick backs or other payments to any individual or organisation either within Australia or overseas.

2.2 Certification

All equipment and services provided by ADFA are donations to the recipient country.

Where possible, all goods are marked with an ADFA sticker or engraving.

Three copies of documentation for the recipient Customs authority are to be provided with all supplies asserting that:

- all goods are donated;
- the goods are not for resale; and
- the goods have no commercial value outside the intended medical environment.

One copy of this documentation is to be retained by ADFA, one copy is provided for the relevant Customs authority and one copy is to be provided to the recipient of the donated goods.

2.3 Communication

From the outset, ADFA makes it clear that equipment and services are given for the benefit of the local community and are to be utilised at a particular location or facility.

It is made clear in the recipient agency that the equipment is not for personal use and is not to be sold or transferred to another facility. Where possible, an individual or department is generally held responsible and accountable for the donated goods.

All team members, and especially team leaders, are made aware of the policy regarding unauthorised payments overseas. Team leaders are encouraged to publicise the policy and its intent.

At suitable opportunities this policy will be communicated directly to relevant individuals and organisations in the recipient countries. Such communication reduces expectations and improves standards of transactions between ADFA and recipients.

This policy appears on our website.

2.4 Breaches and Reporting

When on location in the countries in which ADFA operates, requests for corrupt payments are to be reported to the team leader immediately. Appropriate rebuttal is based around communication of the principle embodied in this policy, firm refusal to participate in bribery or corruption, documentation of the details of the requests and reiteration that the goods and services are donated for the direct enhancement of the medical wellbeing of patients in the recipient country.

Where appropriate, potential corruption and bribery requests will be reported to the local authority.

Breaches or potential breaches of this policy are to be reported to the ADFA Board of Management (BOM) as soon as possible.

2.5 Consequences

At times, refusal to participate in a corrupt process may have consequences for the timely and successful delivery of donated goods. ADFA will adhere to this no-corruption policy, communicate the policy to relevant authorities and continue to work within normal legal, commercial and philanthropic channels to enable delivery of goods and services.

2.6 Acceptance of Gifts or Benefits

Office bearers, volunteers and other representatives of ADFA may not solicit any gifts or benefits, or accept any gifts or benefits that might in any way appear to compromise or influence them in their official capacity. Where a gift or benefit has been offered (whether accepted or not) and the offer could constitute an attempt to induce favoured treatment, this should be reported. If in any doubt, guidance should be sought.

Gifts to the organisation of more than nominal value are acceptable but should be disclosed to the BOM.

If ADFA is engaged in a tender process, no gift, no matter how small or insignificant, should be accepted from the tenderers.

3.0 REFERENCES

3.1 Associated Documents

- Policy - Medical Equipment and Supplies
- Policy - Trips

3.2 Acknowledgements

Parts of this policy have been adapted from the Royal Australasian College of Surgeons.