

## Anti-Fraud, Corruption, and Misuse of Assistance Policy

### 1. Introduction

Yafa Relief is firmly committed to the principles of transparency, integrity, and accountability in all of its operations. Every donation, grant, and resource entrusted to the organization is considered a humanitarian responsibility that must be managed with the highest level of care and directed solely for the benefit of the intended recipients, without exploitation, misuse, or any form of financial or administrative misconduct.

The organization recognizes that fraud and corruption are not limited to financial wrongdoing alone. They may also involve the misuse of authority, information, or influence for personal gain, as well as the manipulation or diversion of humanitarian assistance.

Accordingly, Yafa Relief adopts a Zero Tolerance Policy toward all forms of fraud, corruption, and misuse of resources.

### 2. Purpose of the Policy

This policy aims to establish a clear institutional framework to prevent, detect, and address any form of fraud or corruption within the organization, and to strengthen a culture of integrity and accountability at all levels of management.

#### Key Objectives:

1. Ensure that all financial, material, and human resources are managed efficiently, transparently, and in accordance with organizational and donor standards.
2. Prevent any form of exploitation, misuse, or manipulation of funds, assets, or humanitarian assistance.
3. Encourage a culture of safe and early reporting of any suspected misconduct or irregularity.
4. Protect the reputation of the organization and maintain the trust of donors, partners, and communities.

5. Apply a clear and enforceable system of disciplinary measures against individuals or entities found to be involved in fraudulent or corrupt practices.

### **3. Legal and Standards Framework**

Yafa Relief's Anti-Fraud and Anti-Corruption Policy is grounded in internationally recognized legal instruments and humanitarian standards, including:

- The United Nations Convention Against Corruption (UNCAC, 2003).
- Transparency International principles for integrity and accountability in humanitarian action.
- The Core Humanitarian Standard (CHS) on Quality and Accountability.
- The Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.
- Donor compliance requirements (including UN, USAID, ECHO, DEC, INGO partners).

### **4. Key Definitions**

#### **a. Fraud**

Any act or omission involving deception, falsification, or concealment of information with the intent to secure personal or financial gain.

#### **b. Corruption**

The abuse of position, authority, or entrusted power for private benefit, whether financial or otherwise.

#### **c. Bribery**

Offering, giving, soliciting, or accepting any gift, payment, service, or advantage in order to unlawfully influence a decision or action.

#### **d. Conflict of Interest**

A situation in which personal interests interfere, or appear to interfere, with the interests and impartial obligations of the organization.

#### **e. Misuse of Aid**

The diversion, sale, withholding, or use of humanitarian assistance for non-humanitarian, personal, political, or unauthorized purposes.

### **5. Core Principles**

#### **1. Integrity**

Every employee of Yafa Relief is entrusted with public resources and is required to act with honesty, responsibility, and ethical conduct at all times.

#### **2. Transparency**

All financial and administrative transactions must be properly documented, traceable, and open to internal and external review.

#### **3. Accountability**

Each individual is responsible for their actions. Errors, negligence, or violations will result in appropriate accountability and corrective measures.

#### **4. Zero Tolerance**

No form of fraud, corruption, bribery, or misuse of assistance will be overlooked or justified under any circumstance.

#### **5. Fairness and Impartiality**

All allegations and investigations must be handled objectively, ensuring due process, equal treatment, and complete impartiality without discrimination or bias.

### **6. Scope of Application**

This policy applies to all individuals and entities engaged with Yafa Relief, including:

- Permanent and temporary staff members.
- Volunteers, consultants, and field workers.
- Suppliers, contractors, and local implementing partners.
- Members of the Board of Directors or Trustees.

The policy covers all areas of work within the organization, including:

- Financial operations such as procurement, contracting, payroll, and fund management.
- Donations and humanitarian assistance, including distribution, storage, and delivery of aid.
- Management of information, data, equipment, and other organizational assets.

## 7. Examples of Prohibited Conduct

The following practices are strictly prohibited and constitute violations of this policy:

- a) Falsifying invoices, contracts, signatures, or official documents for personal or financial gain.
- b) Stealing, selling, diverting, or privately storing humanitarian aid intended for beneficiaries.
- c) Awarding contracts, tenders, or employment opportunities to family members, friends, or associates without transparency or competitive processes.
- d) Receiving or requesting “commissions,” gifts, or personal benefits from suppliers, contractors, or service providers.
- e) Manipulating budgets, expense reports, distribution records, or project documentation to conceal misuse or misreport outcomes.
- f) Sharing confidential or sensitive organizational information with external parties without authorization.
- g) Concealing evidence, obstructing reporting, or interfering with investigations, including threatening or influencing witnesses.

These behaviors are considered serious ethical and legal violations and will trigger immediate investigation and disciplinary action, up to and including termination of employment and legal prosecution.

## 8. Reporting and Disclosure Mechanism

### 1. Duty to Report

Reporting any suspicion or confirmed case of fraud, corruption, or misuse of resources is both an institutional and ethical obligation for all Yafa Relief staff and affiliates.

Failure to report, concealment of information, or intentional silence is considered complicity and will be treated as a violation of this policy.

### 2. Official Reporting Channels

Reports may be submitted through any of the following secure and accessible channels:

- Email: [integrity@yafarelief.org](mailto:integrity@yafarelief.org)
- Internal Complaint and Reporting Form
- Directly to the Executive Director or the Accountability & Compliance Officer
- Confidential Reporting Box at the main office (available for anonymous reports)

### 3. Whistleblower Protection

Yafa Relief guarantees full protection for whistleblowers who report concerns in good faith.

Retaliation, intimidation, or discrimination against any person who submits a report is strictly prohibited.

All reports are handled with strict confidentiality, ensuring privacy and respect for all parties throughout the review and investigation process.

## 9. Investigation and Corrective Action Procedures

### 1. Receipt and Registration:

All reports or complaints are recorded in a confidential and securely maintained Integrity Registry managed by the Compliance and Accountability Unit. Each case is assigned a unique reference number.

## **2. Initial Review:**

The Integrity Team conducts a preliminary assessment within 48 hours to evaluate the credibility of the report and determine the appropriate level of response based on the potential risk and impact.

## **3. Formal Investigation:**

A neutral and independent Investigation Committee is formed, consisting of representatives from management, finance, and the legal or compliance function.

### **The committee will:**

- Gather and review evidence
- Interview relevant individuals
- Ensure impartiality and confidentiality throughout the process

## **4. Findings and Actions:**

- If the allegation is confirmed, the committee submits its recommendations to the Executive Director.
- The individual(s) responsible will be immediately dismissed, and efforts will be made to recover misused funds, assets, or resources.
- Donors and relevant stakeholders will be formally notified.
- When applicable, the case will be referred to legal authorities for prosecution.

## **5. Documentation and Archiving:**

All reports, investigation documents, outcomes, and decisions are recorded and stored in a secured and access-controlled archive for a minimum of five years, in both electronic and physical formats where required.

## 10. Monitoring and Policy Review

Depending on the severity and nature of the violation, disciplinary actions may include one or more of the following:

- Formal Written Warning issued to the individual involved.
- Salary deduction or temporary suspension from duties.
- Immediate termination of employment or contractual agreement in cases of confirmed fraud, corruption, or deliberate misuse of resources.
- Placement of the individual on Yafa Relief's internal or sector-wide blacklist, preventing future engagement with the organization or partner agencies.
- Referral of the case to the relevant legal authorities in the jurisdiction where the violation occurred, including governmental, judicial, or regulatory bodies in the United States, Palestine, or any other country where Yafa Relief operates, as applicable.

Disciplinary actions will be applied fairly, transparently, and in accordance with due legal and organizational process, ensuring the protection of the institution, its beneficiaries, and the public trust it holds.

## 11. Institutional Responsibilities

### a- Board of Trustees

Provides strategic oversight and approves annual integrity and compliance reports.

### b- Executive Management

Ensures implementation of the policy and reinforces organizational compliance across all departments and offices.

### c- Finance and Procurement Units

Maintain accurate documentation, apply internal controls, and enforce transparent procurement and financial processes.

### d- Integrity & Accountability Unit

Receives, registers, and investigates complaints confidentially, and reports findings to senior management.

#### **e- All Staff and Personnel**

Uphold ethical conduct, comply with organizational policies, and report any suspected fraud or misconduct in good faith. It is a shared organizational obligation.

### **12. Promoting a Culture of Integrity**

Yafa Relief is committed to fostering a strong culture of integrity throughout the organization by:

- Conducting annual training workshops for all staff on anti-fraud and anti-corruption practices.
- Displaying and disseminating the Integrity Policy across all Yafa Relief offices and branches.
- Ensuring that suppliers, contractors, and implementing partners are aware of and adhere to the same transparency and accountability standards.
- Integrating integrity and ethical conduct indicators into the annual staff performance evaluation process.

### **13. Monitoring and Periodic Review**

- This policy is reviewed annually by the Governance and Accountability Unit.
- It is updated whenever new risks, operational changes, or regulatory requirements emerge.
- Periodic integrity reports are submitted to the Board of Trustees and summary findings are shared with donors in line with transparency commitments.

## 14. Final Statement

Integrity is not merely an administrative requirement; it is the foundation of trust that binds Yafa Relief to the communities it serves, its donors, and its stakeholders.

At Yafa Relief, we believe that humanitarian action can only be effective when it is ethical, transparent, and free from any form of exploitation or misuse.