



# ASSOCIATION OF FOREIGN AFFAIRS

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## Anti-Corruption Policy

*UPF Lund applies zero tolerance for corruption. Our approach and work must be characterised by never accepting corruption and always preventing, acting and informing for a corruption-free environment.*

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## **PURPOSE**

This policy is meant to be a tool for preventing corruption within the organisation.

## **1. DEFINITION**

UPF Lund, similar to its umbrella organisation The Swedish Association of International Affairs (UFS/SAIA), follows SIDA's definition of corruption, which is: "misuse of a mandate, of power or of a position for undue private profit. Corruption includes, but not exclusively, bribery, blackmailing, bias and nepotism". This is a translation from the Swedish version. In case of conflict, the Swedish version is the predominant version and reads: "missbruk av förtroende, makt eller position för otillbörlig vinning. Korruption innefattar bland annat mutor, bestickning, utpressning, jäv samt nepotism"

## **2. HOW TO DEAL WITH CORRUPTION**

### **2.1 Prevention**

- UPF Lund should continuously work on preventing corruption within the association. Any potential occurrence of corruption shall be prevented within the Board of the Association, the Committees, Project Groups as well as partnerships and other third parties.

### **2.3 Unacceptance**

- Corruption is never accepted within UPF Lund.

### **2.4 Information**

- Always inform what UPF Lund stands for and its values.
- Suspicion or hint of corruption from a person/people in positions of trust must be reported to the President and/or the Auditor of the Association.
- The President/Auditor is obliged to immediately bring the information to the Board.
- In case of suspicion is brought against the entire Board, the member shall report its suspicion to the Auditor.

### **2.5 Action**

- In case of suspicion or hint of corruption the Board is obligated to make a plan for how to proceed in this matter.
  - A working group shall be appointed by the Board to make enquiries about the suspicion that has been raised. This working group shall consist of two (2) to three (3) people who are not under the suspicion of corruption and at least one should be a board member.
  - The working group must as soon as possible report back on the action plan to the Board, but no later than three (3) weeks after being appointed. The

working group has no mandate to take actions on behalf of the association, the actions must be presented and approved by the Board.

- In case a suspicion is brought against the entire Board, the Auditor will be responsible for creating the working group that shall consist of two (2) to three (3) people who are not under the suspicion of corruption that investigates the situation and reports back no later than three (3) weeks after being appointed.
- If the working group finds the suspicion legitimate, the Auditor is then obligated to call for an extra annual meeting.

### **3. PROCEDURES**

UPF Lund shall:

- Prevent, take notice of and counteract all forms of corruption within UPF Lund.
- Promote democratic processes that build on openness, responsibility, participation and inclusion.
- Aim for transparency towards our members.
- Inform people in UPF Lund about this anti-corruption policy as well as the risks and consequences that follow corrupt behaviour.
- Investigate every case of suspected corruption, and for each confirmed case prepare an action plan.

### **4. CONTACT INFORMATION**

- President can be reached at [president@upflund.se](mailto:president@upflund.se)
- Auditor can be reached at [auditor@upflund.se](mailto:auditor@upflund.se)