



Lusaka

Sida Fraud & Corruption Reporting Guidelines

The Embassy of Sweden is committed to promoting and adhering to the highest standards of probity and accountability in the use of public resources and takes a zero-tolerance stance towards cases of fraud and corruption in Swedish funded activities and operations. Sida is committed to ensuring that its policies, procedures and practices are consistent with best practice and the highest standards of ethical conduct. It is in this vein that we would like to take the pleasure to introduce our guidelines on reporting fraud and corruption.

Reporting fraud and corruption

Notifying on incidents or suspected incidents of fraud, corruption or malpractice on Sida funded activities and operations can be undertaken by contacting the Embassy (Sida) either anonymously or openly through Sida's website and the fraud and corruption page (<http://www.sida.se/English/contact-us/Whistleblower/>).

Such notifications are guided by the Embassy's Anti-Corruption Strategy which emphasizes that *"Sida is committed to promoting and adhering to the highest standards of probity and accountability in the use of public resources and takes a zero-tolerance stance towards cases of fraud and corruption in Sida funded activities and operations."*

Notification of incidents on fraud, corruption and malpractice may come from Sida personnel, partners and their personnel or other external parties. Sida personnel have the obligation to disclose any fraud or corruption that comes to their attention immediately.

What issues can be addressed through the Fraud and corruption link?

The Sida fraud and corruption link is for reporting wrongdoing that can impede the delivery of results by Sida as an institution, and all the funded projects or programs in achieving stated objectives. Issues may include but are not limited to misuse of Sida contribution proceeds, falsifying documentation and signatures, personal use of project/program assets, manipulating tenders/orders and splitting to avoid tendering, accepting late tenders, collusion with suppliers and

processes to achieve desired results, manipulating selection processes for staff appointments.

The fraud and corruption link is not for reporting personal grievances; as such cases can be referred to the respective Human Resources Departments or management of the respective organization or project.

How do I report such issues to Sida?

Sida has a dedicated e-mail address to receive all anonymous complaints. All reported suspicions are received and managed by Sida's investigation group. E-mail: investigation@sida.se

You may also choose to channel your reports to our Heads of Development Co-operation (Bilateral & Regional SRHR team) and/or a Sent-out Controller via email or telephone on the following contacts; E-mail: Ambassaden.lusaka@gov.se This email address is administered by a diplomat. You can also send a message via WhatsApp to +260 977-770 540

Who investigates the issues

The reports are investigated by Sida's investigation group. In order to maintain organizational independence and guarantee objectivity in performing its work, Sida has limited the access to the information so that only one specially appointed internal investigation group responsible for handling the reports has access to the information and only if they need that information to carry out their work.

What are the procedures followed during an investigation?

Once a report is received through the system, it is forwarded to the investigations group. Thereafter:

1. A notification is sent to the sender acknowledging receipt of the report.
2. The case is analyzed to determine if it is within the Sida mandate. If not, the case may be shared with a relevant outside authority. If the case is within the Sida mandate, a preliminary assessment is undertaken to determine whether there is sufficient basis to warrant a full investigation.
3. Following the necessary investigation through desk review and/or fieldwork, a report is produced.
4. The summary of the outcome of the investigation is shared with relevant parties.

5. If the corruption, fraud or maladministration is substantiated, Sida will invoke the necessary sanctions in line with its rules, regulations and procedures.

What is the protection for the whistleblower from retaliation?

Sida and other concerned parties shall guarantee confidentiality and protection of the identity of the whistleblower, unless there is any legal requirement to disclose.

Personal data are used in the fraud and corruption reporting system to evaluate the reports that are submitted to the system and in order to investigate whether the persons who have been singled out have taken part in acts such as corruption or other serious economical irregularities. The personal data that we process is the data that is submitted in the report and may also include any additional data that might be recovered by Sida to be able to carry out an appropriate investigation. The data may include names, positions and other information concerning an infringement of law.

Sida cannot guarantee anonymity, but you can protect your identity by using an e-mail address that cannot be linked to the notifier and by removing any signature that is attached to your e-mail account. A notification which is received by Sida is considered as an official document since Sida is a Swedish authority. If the public requires taking part of the document it shall therefore be disclosed in all parts which do not include confidential information according to the Public Access to Information and Secrecy Act (Offentlighets- och sekretesslagen (2010:400)). Therefore Sida may not guarantee that a notification can be kept secret.

However, the protection Sida can provide to external parties shall be limited to its capabilities.