



## **Anti-Corruption Policy**

Bangladesh Socio Cultural Forum (BSCF)

### **1. Purpose**

Bangladesh Socio Cultural Forum (BSCF) is committed to maintaining honesty, transparency, and accountability in all its activities. Corruption damages trust and undermines the mission of the organization.

This Anti-Corruption Policy aims to ensure that all financial and operational activities of BSCF are conducted ethically and responsibly, and that no member or representative uses the organization for personal benefit.

BSCF follows a zero-tolerance approach toward corruption, bribery, fraud, and misuse of organizational resources.

### **2. Scope**

This policy applies to:

- Executive committee members
- Staff members
- Volunteers
- Interns
- Program coordinators
- Youth Network members
- Anyone representing BSCF in programs or partnerships
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The policy applies to all activities including:

- Financial management
- Procurement
- Program implementation
- Partnerships and collaborations
- Fundraising and donations



### 3. What is Corruption

Corruption refers to the misuse of organizational power, resources, or position for personal gain.

#### Examples include:

- Taking or giving bribes
- Misusing organizational funds
- Claiming fake expenses
- Using BSCF resources for personal benefit
- Favoring friends or relatives in recruitment or opportunities
- Accepting gifts in exchange for organizational decisions

### 4. Principles of BSCF

BSCF operates based on the following principles:

#### Transparency

Financial and organizational decisions should be clear and documented.

#### Accountability

Members must take responsibility for their actions and use resources properly.

#### Integrity

All decisions should prioritize the mission of BSCF rather than personal interests.

#### Fairness

Opportunities and benefits should be distributed fairly without favoritism.





## 5. Financial Responsibility

Anyone handling BSCF funds must:

- Keep accurate records of income and expenses
- Provide receipts or documentation for expenditures
- Use funds only for approved organizational purposes
- Follow the approved budget for programs

Financial records should be reviewed periodically by the responsible leadership.

## 6. Gifts and Benefits

Members should not accept gifts, money, or favors that could influence organizational decisions.

Small symbolic gifts during events may be acceptable, but anything that creates conflict of interest should be avoided.

## 7. Real-Life Situations and BSCF Response

### Situation 1: Fake Expense Claim

A volunteer submits an expense report claiming transportation costs that were never actually spent.

#### What BSCF Will Do

- The finance or leadership team will review the claim and supporting documents.
- If the claim is false, the individual will be asked to correct the record and return the amount if already reimbursed.
- Repeated or serious cases may result in removal from the organization.



### **Situation 2: Personal Use of Organizational Funds**

A program coordinator uses BSCF funds for personal purchases unrelated to any program.

#### **What BSCF Will Do**

- The issue will be investigated.
- The person will be required to repay the amount used improperly.
- Depending on the seriousness of the situation, disciplinary action may include suspension or termination of involvement with BSCF.

### **Situation 3: Favoritism in Selection**

A leader selects a close friend for a program opportunity without following the official selection process.

#### **What BSCF Will Do**

- The selection decision will be reviewed by the leadership team.
- If favoritism is confirmed, the decision may be reversed.
- The leader may receive a warning and guidance to follow proper procedures in the future.

### **Situation 4: Bribe Offer**

A partner organization offers money or gifts to a BSCF member in exchange for giving them special benefits in a program.

#### **What BSCF Will Do**

- The member should refuse the offer immediately.
- The incident should be reported to the leadership team.
- BSCF may reconsider or terminate the partnership if unethical behavior continues.





## 8. Reporting Corruption

Anyone who suspects corruption or misuse of resources should report it to:

- The Treasurer
- An Executive Committee member
- The responsible program leader

Reports will be handled confidentially and fairly.

BSCF encourages members to report concerns without fear of retaliation.

## 9. Investigation Process

When a corruption-related complaint is received:

1. The leadership team will review the complaint.
2. Relevant documents or evidence will be examined.
3. The person involved will be given an opportunity to respond.
4. A fair decision will be made based on the findings.

## 10. Disciplinary Actions

If corruption is confirmed, BSCF may take actions such as:

- Formal warning
- Return or recovery of misused funds
- Suspension from responsibilities
- Removal from membership or leadership roles
- Termination of involvement with the organization

Serious financial misconduct may also be reported to appropriate legal authorities.





## 11. Policy Review

This Anti-Corruption Policy will be reviewed periodically to strengthen transparency and ensure responsible management of BSCF resources.

Approved By

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