

Anti-Corruption and Anti-Money Laundering Procedure of the *International Science Council*

(November 2019)

The International Science Council (ISC) is committed to ensuring that the organization as a whole prevents, detects and eliminates corrupt practices, and cooperates to reduce opportunities for money laundering, bribery and corruption.

ISC requires all staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. Money laundering, bribery and corruption are ever-present threats to these resources and therefore must be a concern to all members of staff.

ISC does not tolerate any form of corruption (including the giving and receiving of bribes) or money-laundering involving the organisation or in any transaction the organization undertakes with outside parties. ISC will treat in the most serious way any attempt to commit corrupt practices or attempts to facilitate money-laundering by members of staff, consultants and partners. Cases of suspected money laundering or corruption will be properly investigated and appropriate action will be taken, including reporting to the appropriate authorities, disciplinary action, prosecution and active pursuit of recovery.

All management and staff are actively encouraged to report all cases of suspected money laundering or corruption either to their line manager, to another member of management or to the Governing Board.

The following procedure has been adopted and endorsed by ISC management and is to be communicated to everyone in the organisation to ensure their commitment to it.

ISC also expects that all third parties dealing with ISC apply the highest ethical standards in their international relationships and that they have appropriate anti-money laundering, anti-bribery and anti-corruption compliance measures in place.

Any breach of this procedure will be regarded as a serious matter could result in disciplinary action.

Anti-Money laundering practices with ISC Financial Partners

The ISC follows the following due diligence practices to ensure a correct procedure and to minimize the risk of money-laundering or corruption when dealing with other parties regarding funding.

1. Regarding the receiving of funds, ISC assures that its counterpart is a renowned and trusted organization, being an international ISC member organization or an internationally operating major funding organization with clear connection to government or operating as a fully incorporated private entity, entitled to provide funding. This assurance is done based on research of:
 - the organization, including its name and registration,
 - its legal incorporation,
 - its mission,
 - its financial basis, and
 - its legal position in the country of origin.
2. Regarding the receiving of funds, ISC will either sign a Memorandum of Understanding or enter into an agreement up front with the foresaid counterpart, detailing:
 - the amount of funds that will be available,
 - the objectives of the partnership,
 - the decision on the spending of funds in line with the objectives,
 - a budget for how the funds will be used,
 - both parties underwriting rules for verification of funds and auditing as well as anti-corruption measures.
3. Regarding the receiving of funds, ISC will ascertain that the agreement or MoU is duly signed by an authorized representative
4. Regarding the providing of funds, ISC will make funds available to other organisations or persons based on the agreement it has with those organisations and based on the mission and objectives of ISC and the individual project under which the funds are made available.
5. Regarding the providing of funds, ISC will not make funds available to particular organisations or persons solely based on the indication to do so by its contracting third parties.

6. ISC will keep files of any agreements that have been entered into, any movement of funds under such agreement or each project and a balance of remaining funds and make these files available to internal and external auditors for the benefit of the project and this anti-corruption procedure.

Anti-Corruption and Anti-Money Laundering Compliance Procedure for Staff

All ISC staff are responsible for complying with this procedure and all applicable anti-money laundering and anti-corruption laws in the performance of their duties as an employee or agent of ISC.

Staff of ISC and its partners will cooperate on preventing corruption and money-laundering in connection with all projects it takes part in, including grant related projects. Staff and consultants/ suppliers/ contractors financed under ISC projects will refrain from offering third parties or seeking accepting or being promised by third parties for themselves or for any other party, any gift, remuneration, compensation or benefit of any kind whatsoever, which could be interpreted as an illegal corrupt practice.

Reporting Anti-Corruption and Anti-Money laundering Violations

If ISC staff receive information that an improper payment has been made, promised or authorized or that any other violation of applicable anti-corruption or anti-money laundering laws or this procedure may have occurred, you must notify the Accountant, the Operations Director or a Governing Board member of ISC.

Staff shall further promptly inform abovementioned relevant parties of any instances or suspicions of corruption, money-laundering or other fraudulent undertaking.

Staff shall take swift action to stop, initiate investigations and if relevant take actions in order to initiate prosecution against an or apply sanctions in accordance with applicable laws and policies towards any person suspect of misuse of resources, money-laundering or corruption in connection with its projects.

ISC will not permit retaliation against any person who, in good faith, reports a suspected violation of this procedure.