

Title

Business Integrity: Dealing with
Governments or Officials; Compliance with
the Foreign Corrupt Practices Act

Policy:

POL 01015

Effective Date:

2019-10-08

Version:

3

PURPOSE:

To establish FHI 360 policy regarding transactions with government officials, and compliance with the Foreign Corrupt Practices Act (FCPA).

SCOPE:

This policy applies to FHI 360 operations worldwide.

DEFINITIONS:

1. N/A

POLICY:

1. It is the policy of FHI 360 to conduct every business transaction with the highest regard for moral and ethical business practices and business integrity. All FHI 360 employees, officers, directors and agents, must ensure that their personal and business conduct is in strict compliance with both the letter and the spirit of the laws and regulations that apply to FHI 360.
2. The U.S. Foreign Corrupt Practices Act (FCPA) is a federal law that makes it illegal for U.S.-based organizations, as well as their officers, directors, employees, and agents, to make offers, payments, promises to pay, or authorization of the payment of any money, offer, gift, promise to give, or authorization of the giving of anything of value to any foreign official for purposes of influencing any act or decision of such foreign official. Violations of FCPA subject the offending parties to severe criminal and civil penalties.
3. FHI 360 is committed to full compliance with the letter and spirit of the FCPA. FHI 360's relationship with all foreign governmental agencies and their officials and personnel in the U.S. and in each foreign country in which business is conducted shall be in all respects such that public disclosure of the full details thereof will not impugn FHI 360's integrity or reputation.
4. The following rules have been established for all FHI 360 employees and agents acting on behalf of FHI 360:
 - 4.1 FHI 360 personnel are to conduct FHI 360 business in compliance with the written laws of all countries in which FHI 360 operates.
 - 4.2 Payments, regardless of amount, to foreign governmental officials and personnel for obtaining, maintaining or directing FHI 360 business, including gifts or entertainment of substantial value, are not permitted. This prohibition applies to the use of FHI 360 as well as personal funds or assets. It also applies with equal force to indirect contributions, payments or gifts made through any medium, such as through consultants, advisors, suppliers, sub-recipients, subcontractors or other third parties.
 - 4.3 The use of FHI 360 funds or assets for any unlawful, improper or unethical purpose is prohibited.

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- 4.4 No undisclosed or unrecorded funds or assets of FHI 360 are to be established for any purpose.
 - 4.5 False, inflated or artificial entries are not to be made in the books and records of FHI 360 for any reason, and no employee shall engage in any arrangement that results in such entries.
 - 4.6 No accounting record or document relating to any transaction shall be falsified in any manner that may obscure or disguise the true nature of the transaction.
 - 4.7 No payment on behalf of FHI 360 shall be approved without adequate supporting documentation or made with the intention or understanding that any part of such payment is to be used for any purpose other than that described by the documents supporting the payment.
 - 4.8 Compliance with generally accepted accounting principles, FHI 360 financial management procedures and established internal controls shall be required at all times.
 - 4.9 An FHI 360 employee is not to become involved in any arrangement or activity that results in any of the previously stated prohibited acts.
5. As with other laws, it is FHI 360's policy to comply with not only the letter but also the spirit of the law. All employees of FHI 360 shall refrain from any acts that are prohibited by the FCPA, and employees suspecting violations should report their concerns to the Chief Compliance Officer, General Counsel, Assistant General Counsel, or Chief Financial Officer, who will evaluate compliance with the provisions and requirements of the FCPA. Should suspected violations involve a member of the Board of Directors, the matter should be reported to the Chair or Vice-Chair of the Board.
 6. If doubt exists as to the legality under the FCPA or this Policy of any planned payment to a foreign official, or the accuracy of financial reporting with respect to any transaction, the matter must be referred immediately to one of the corporate officers noted above prior to making any such payment or recording such financial information.

RELATED DOCUMENTS:**1. Policies**

- N/A

2. Standard Operating Procedures

- N/A

3. Appendices

- N/A

REFERENCES:

1. N/A

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POLICY REVISION HISTORY:

POL#	Date Reviewed (DD MMM YYYY)	Summary of Changes
061.00	07 Mar 2011	Initial entry
061.01	15 Sep 2011	Administrative changes
POL 01015	Dec 2012	New POL number for migration to EDMS
POL 01015	04 Nov 2013	Vice President Administration and Operations Support title changed to Chief Administrative Officer.
POL 01015	02 Oct 2015	Minor changes made to reflect recent organizational changes – reference to the Chief Administrative Officer (a position which no longer exists) was removed.
POL 01015	07 OCT 2019	Minor administrative change to update the “Executive Vice President/General Counsel” to “General Counsel” under policy clause 5.

	Category: Policies 01 Legal and Administration Title: POL 01015		
Version 03	State Effective	Effective Date 08-OCT-2019	Document ID 387824

Printed by fhi360directives@fhi360.org from app.zenqms.com on 15-Jul-2024 at 7:53:05 PM UTC • Page 4 of 4

REVISION HISTORY

Version 03 Effective on 08-Oct-2019
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DOCUMENT ELECTRONIC SIGNATURES

DOCUMENT APPROVAL WORKFLOW

Author Approval
ZenQMS System

This document was an already APPROVED / EFFECTIVE document that was migrated from legacy systems on this date.
Signed 11:41:41 PM UTC 15-Sep-2020

DOCUMENT REVIEWS

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I conducted this assessment / review.
Signed 7:57:23 PM UTC 04-Mar-2022