



Citizens' Association "NEŠTO VIŠE"

**RULEBOOK
FOR THE PREVENTION AND COMBATING OF
CORRUPTION**

Sarajevo May 17, 2023.



I INTRODUCTORY PROVISIONS

Article 1.

The Rulebook for the Prevention and Combating of Corruption in the Citizens' Association "NEŠTO VIŠE" (hereinafter: the Rulebook) is an anti-corruption document that contains a set of measures of a legal and practical nature that prevent and remove opportunities for the emergence and development of various forms of corrupt behaviour within the Citizens' Association "NEŠTO VIŠE" (hereinafter: Association)

The purpose of this Rulebook is the acceptance, affirmation and incorporation of anti-corruption principles and the creation of an appropriate anti-corruption atmosphere and working climate, so that its provisions become established behaviour of all employees in accordance with ethical, moral and professional norms, and generally accepted civilizational values.

The terms used in this Rulebook, which have a gender-specific meaning, regardless of whether they are used in the masculine or feminine form, equally encompass both the masculine and feminine genders.

Article 2.

The Rulebook regulates the concept of corruption and principles of work in accordance with positive legal acts and by-laws in Bosnia and Herzegovina.

Article 3. (Definition)

Corruption defined by this Rulebook is any illegal violation, i.e. abuse of an entrusted function, work obligation or job by an employee of the Association for personal gain. Corruption in particular may include directly or indirectly seeking, offering, giving or receiving a bribe or some other impermissible advantage or its possibility, which impairs the proper performance of any duty and calls into question the credibility of the Association.

Article 4 (Application)

The provisions of this Rulebook directly apply to all employees of the Association.

Before starting work i.e. assuming a specific function, employees must be given the opportunity to become familiar with the provisions of this Rulebook.

Article 5 (Meaning of certain terms/glossary)

"Corruption" is the abuse of position or influence for the purpose of obtaining benefits. It may include more or one of these activities: criminal activity, violation of other regulations, violation of general acts, violation of policies and procedures, violation of ethical rules.

"Corruption prevention" implies taking organized measures and activities aimed at eliminating or reducing the direct and indirect causes of corrupt behaviour.

"Benefit" means property and other tangible and intangible rights.



"**Bribery**" includes any gift, present, item, right or any service acquired or performed without appropriate compensation.

"**Employee**" is a person who is employed under an employment contract for full time and/or part time.

Article 6 (Anti-corruption principles of action)

The association bases its work on the following anti-corruption principles:

"**Legality**" - All employees are obliged to respect legal procedures, principles and restrictions related to corruption, which are based on constitutional and legal provisions in Bosnia and Herzegovina, including international conventions and treaties to which BiH is a signatory party.

"**Transparency and participation**" means that the Association will make its policies and decisions transparently and make all purchases in accordance with the law and donor requirements.

"**Prohibition of corrupt behaviour**" - Employees must not, in the performance of their duties, seek or accept an illegal benefit for the performance of their duties.

"**Protection of whistleblowers**" - No one may be punished or in any way suffer any consequences for reporting, in good faith, what they consider to be a corrupt act or irregularities in prescribed procedures.

"**Principle of good practice**" - obligates the Association to harmonize its policy with the best practice necessary for effective suppression of corruption.

"**Efficiency**" - Obliges management bodies to achieve constant progress in proposing and implementing those measures that achieve visible results in combating all forms of corruption.

II PREVENTION OF CORRUPTION

Article 7 (Preventive measures)

The Association's preventive measures establish a system of coordinated and continuous activities aimed at preventing corrupt behaviour:

- minimizing the risk of corruption through the establishment of a corruption prevention system;
- strengthening transparency in all segments;
- raising employees' awareness of the risks of corruption and the importance of the fight against corruption (education);
- determining the tasks and responsibilities of workers in the fight against corruption;
- regular reporting;
- prevention of putting employees who fight against corruption in a disadvantageous position;
- process standardization;
- determination of clear criteria;

Prevention of Corruption



Employees of the Association are not allowed to accept gifts from individuals, groups, or organizations. This does not apply to gifts classified as promotional materials such as calendars, planners, pens, etc. It is explicitly prohibited to accept gifts from legal and natural persons who are potential contractors or beneficiaries of the Association's programs.

Article 8.

Procedures in the area of contracting and procurement of services, equipment and materials for the work of the Association will, among other things, ensure the consistent application of public procurement regulations and donor requirements, as well as transparency in the implementation of all procurement procedures. Procedures in the field of employment, deployment and promotion of workers will specifically determine the way to exclude even the smallest possibility of nepotism, politicism and favouritism of candidates or workers.

Prohibition of Conflict of Interest

Employees of the Association are required to report any conflict of interest to their superiors if it may arise, and to ensure that their work and actions do not in any way jeopardize fair and transparent competition in the procurement of goods and services.

III TRANSITIONAL AND FINAL PROVISIONS

Article 9.

This Rulebook enters into force on the day of its adoption.