

27<sup>th</sup> October 2014

**Caribbean Community Climate Change Centre (CCCCC)  
Antifraud and Corruption Statement**

The Caribbean Community Climate Change Centre is committed to promoting the highest possible standards of openness, honesty and accountability in all of its affairs.

The culture of the Centre is one of honesty, openness, integrity, accountability, and one of zero tolerance to fraud and corruption.

All staff members and associates of the Centre must maintain high ethical standards in the conduct of their duties and ensure compliance with all applicable laws, regulations and approved policies.

For this purpose, Fraud in this Anti-Fraud Policy is defined as (a) the use of deception with the intention of pursuing personal interests and causing loss to the proper interests of the Centre, (b) the illegitimate utilization of the Centre's resources for personal gain, and (c) the intentional distortion of financial statements or other records by persons internal or external to the Centre which is carried out to conceal misappropriation of assets or personal gain.

The term fraud is used to describe offences such as, but not limited to, deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts, and collusion.

Everyone at the Centre has the responsibility as well as the obligation to contribute to the prevention, reporting, and management of fraud and corruption. All reports must be documented and followed up promptly.

The Centre shall not tolerate any level of fraud or corruption. Any detected case will be thoroughly investigated, with disciplinary or criminal sanctions pursued where appropriate and possible, and losses recovered by any lawful means. The Centre is also committed to ensuring that:

- opportunities for fraud are reduced to the lowest possible level or risk;
- reasonable measures are taken to keep the identity of the complainant confidential;
- effective controls are maintained to prevent fraud, and
- systems and procedures are reviewed and improved following detected cases of fraud.

Any person whether internal or external to the Centre who initiates a complaint, in good faith and with reasonable basis, shall not be subject to harassment, retaliation or any form of distress. Any person who engages in such retaliatory conduct against a complainant is liable for disciplinary action including dismissal. In the same way, the Centre will hold a zero tolerance policy and will subject to legal recourse, any employee(s) of the Centre or person(s) outside of the Centre that provides any unsubstantiated or malicious reporting.

All staff members of the Centre shall sign off on this policy.