



# Promoting Resilient Preparedness

**Zero Tolerance Policy**

## **Promoting Resilient Preparedness (PRP)**

### **Zero Tolerance Policy**

#### **Policy Definition**

PRP maintains a policy of 'zero tolerance' in regard to financial, and programming irregularities and behavioral actions which may offend another employee to an extent that his/her performance has badly been affected. Zero tolerance for this policy is defined as actions leading to immediate termination of an employee if proven guilty along with the seizure of benefits where applicable, or recommended by the committee, constituted for the investigations.

This policy is in line with our vision, mission and core values and is based on mutual respect, trust, accountability and transparency. Financial and programming irregularities, known within PRP as "defalcation" or "misappropriation," encompass, but are not limited to, the following issues:

- 1) Any dishonest or fraudulent act or violation of clause/clauses in the signed MOU agreement;
- 2) Forgery or alteration of any document or account belonging to PRP ( including but not limited to time sheet, payroll and associated leave records and accounts, per diem claims sheets, advance reports and account, procurement documents, inventory records);
- 3) Forgery or alteration of a check, bank draft, or any other financial documents;
- 4) Misappropriation of funds, commodities, supplies, spare parts, project materials and equipment, or other assets:
- 5) Impropriety in the handling or reporting of money, financial transactions, or bidding procedures:
- 6) Accepting or seeking anything above nominal material value from vendors or persons providing services/materials (this does not apply to calendars, agendas, etc);
- 7) Destruction or misappropriation of records, furniture, fixtures, or equipment;
- 8) Diversion, alteration, or mismanagement of documents or information, and/or any similar or

related irregularity.

Sexual/physical abuse of serious nature means:

- 1) Indulging in any type of terrorist activities;
- 2) Physical or sexual abuse of an extreme nature.

It is impossible to build successful relations when either of the two parties allows or routinely practices the above acts. Therefore, PRP's Policy of Zero Tolerance will apply to any staff and partner that have been judged to have committed any of these actions consciously, and purposefully. Once such acts have been detected and verified, the staff/ partnership in question will be summarily terminated and all ties with the staff/organization will be severed.

PRP encourages all of its staff/partners to seek, to detect and deal with financial irregularities internally, before they are identified by an external/internal auditor. Such efforts will be supported by special coaching and on-the-job training provided by PRP.

In case of behavioral actions staff is expected to follow grievance policy or anti harassment policy in order to address any grievance instead of going in to physical or sexual abuse and report such cases immediately to the inquiry committee members as per guidelines in above mentioned policies.