

# Anti-Corruption Policy

## Mercy Hands

### Introduction

Mercy Hands for Humanitarian Aid (referred to as Mercy Hands) is committed to upholding the highest standards of integrity, transparency, and ethical conduct in all aspects of its operations. As a nonprofit organization dedicated to providing humanitarian and development assistance, Mercy Hands recognizes the importance of combatting corruption in all its forms to ensure that resources are used effectively and ethically to serve those in need.

### Policy Statement

Mercy Hands prohibits all forms of corruption, including but not limited to bribery, embezzlement, extortion, fraud, and kickbacks, whether involving employees, volunteers, contractors, or partners. Corruption undermines the mission and values of Mercy Hands, erodes trust, and damages our reputation. Therefore, Mercy Hands is committed to preventing, detecting, and addressing corruption wherever it may occur.

### Guiding Principles

- Integrity: Mercy Hands conducts all activities with honesty, fairness, and accountability.
- Transparency: Mercy Hands is committed to transparency in its operations, decision-making processes, and financial management.
- Compliance: Mercy Hands adheres to all applicable laws, regulations, and ethical standards, including those related to anti-corruption.
- Zero Tolerance: Mercy Hands has zero tolerance for corruption and will take swift and appropriate action against any individual or entity found engaging in corrupt practices.

## Responsibilities

- Board of Directors: The Board of Directors – Ethics and Compliance Committee provides oversight and guidance on anti-corruption efforts, ensuring that Mercy Hands maintains effective policies and procedures to prevent and address corruption.
- Management: The Executive Administration is responsible for implementing and enforcing the anti-corruption policy, promoting a culture of integrity, and providing training and support to employees and volunteers.
- Staff: All staff (employees, independent contractors, and volunteers) of Mercy Hands are expected to comply with the anti-corruption policy, report any suspected corrupt activities, and cooperate fully with investigations.

## Prevention Measures

- Code of Conduct: Mercy Hands maintains a comprehensive code of conduct that outlines expected standards of behavior, including prohibitions against corruption.
- Training: Mercy Hands provides regular training and awareness programs to employees, independent contractors, volunteers, and partners on anti-corruption policies, procedures, and best practices.
- Due Diligence: Mercy Hands conducts due diligence on partners, contractors, and suppliers to ensure they adhere to anti-corruption standards.
- Whistleblower Protection: Mercy Hands provides mechanisms for reporting suspected corruption confidentially and without fear of retaliation, including a whistleblower hotline and reporting channels (refer to Whistleblowing Policy).

## Detection and Response

- Monitoring and Auditing: Mercy Hands conducts regular monitoring and audits of its activities, finances, and operations to detect and prevent corrupt practices.
- Investigation: Mercy Hands promptly investigates any reports or suspicions of corruption and takes appropriate disciplinary and legal action against those involved.
- Remedial Action: In cases where corruption is substantiated, Mercy Hands takes corrective action, including restitution of misappropriated funds, termination of contracts, and referral to law enforcement authorities.



## Review and Compliance

- Regular Review: The Executive Director and the Board regularly review and update its anti-corruption policy and procedures to ensure they remain effective and compliant with evolving legal and regulatory requirements.
- Compliance Assurance: Mercy Hands requires all staff, contractors, suppliers, and partners to acknowledge and adhere to the anti-corruption policy as a condition of their engagement with the organization.

## Reporting

Any staff member, contractor, supplier, partner, or stakeholder, including donors, beneficiaries, and community members, who suspects or becomes aware of corrupt activities within Mercy Hands or involving its representatives is encouraged to report such concerns immediately through the organization's designated reporting channels. Failure to report within 3 business days may result in disciplinary action, including termination of employment, contract termination, or legal consequences.

Designated reporting channels include:

- The Executive Director: [director@mercyhands.org](mailto:director@mercyhands.org)
- The Executive Secretary: [info@mercyhands.org](mailto:info@mercyhands.org)
- Board of Directors - Ethics and Compliance Committee Chair: [saraa.amer@mercyhands.org](mailto:saraa.amer@mercyhands.org)
- For anonymous reporting: <https://www.mercyhands.org//complaintform>

Khaldoon Al-Moosawi  
Chairman