



THE KENYA OBSTETRICAL AND GYNAECOLOGICAL SOCIETY

Policy Name:	Anti-Corruption/Anti-Bribery Policy
Version Number:	1.0
Effective Date:	14 March 2022

	Name & Designation:	Signature & Date
Reviewed By:		
Authorised By:		



Table of Contents

1.0 Introduction	2
2.0 Purpose	2
3.0 Scope	2
4.0 Policy	3
5.0 Bribery and/or corruption	3
6.0 Definitions	3
6.1 Bribes	3
6.2 Gifts, Entertainment and Hospitality	4
6.3 Facilitation Payment and Kickbacks	4
6.4 Political Contributions	4
6.5 Charitable Contributions	4
6.6 Responsibility	5
7.0 Reporting Procedure	5
8.0 Protection	6
9.0 Monitoring and Review	6



1.0 Introduction

The Kenya Obstetrical and Gynecological Society (KOGS) is a professional society registered under the Societies Act (cap 108) of the Laws of Kenya or whichever successor that may be in place from time to time. KOGS ascribes to the principles of respect for human rights, labour, environment, and anti-corruption. KOGS is therefore committed to conducting ethical business with all our stakeholders including society members, members of staff, government, consumers, environment, society, suppliers, contractors, and agents.

2.0 Purpose

This Policy Document sets out our responsibilities as an organization, and those of the society's members of staff, in observing and upholding its position against corruption and bribery, as well as providing information and guidance to all its' members of staff on how to recognize and deal with corruption and bribery; it also details the society's ethical approach to third parties who conduct business or engage with us including individuals and organizations who come into contact with us in the course of service, business and operational interaction.

In line with the Society Constitution together with all applicable regulatory guidelines and legal statutes, KOGS releases this Anti-Corruption/Anti-Bribery Policy Document to proscribe practices in our operations that are purposefully designed to combat corruption.

3.0 Scope

This code applies to all individuals working at all levels, including senior managers, officers, employees (whether permanent or temporary), consultants, contractors, trainees, interns, or any other third-party persons associated with us, or their employees, wherever located (collectively referred to as employees in this policy). Third party means any individual or organization we come into contact with during the course of their work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.



4.0 Policy

KOGS is fully committed to maintaining ethical behavior in its relationships with its various stakeholders including members, members of staff, government, consumers of our services, environment, society, suppliers, contractors, and agents. This also applies to both the public sector and the private sector.

KOGS has zero tolerance against corruption, influence peddling or any associated behaviour. KOGS members, members of staff and other stakeholders shall not engage in corrupt, unethical dealings, such as gifts and hospitality solicitation, influence peddling, conflict of interest or any form of concealed corrupt dealing such as unjustifiable sponsorship, unscrupulous and un-procedural payments to third parties directly or indirectly.

KOGS commits to comply with all applicable laws, including anti-corruption, tax evasions and any other related to bribery and corruption. We further commit to act with integrity, honesty and transparency and establish a relationship of trust between all our stakeholders.

KOGS remain committed to know the customers that we serve as well as other stakeholders that we entrust to act on our behalf and do business with. We strive to establish business relationship that are true and committed to anti bribery and anti-corruption best practices.

5.0 Bribery and/or corruption

The various forms may be:

- Bribes.
- Gifts, entertainment, and hospitality.
- Facilitation payments and kickbacks.
- Political contributions.
- Charitable contributions.

6.0 Definitions

6.1 Bribes

Bribes refer to directly or indirectly giving or offering anything of value for the purpose of obtaining or retaining business, to win a business advantage, or to influence a decision. Bribery is the offering, promising, giving, accepting or soliciting of an advantage as a reward for action which is illegal or a breach of trust. This



includes accepting anything of material value to gain a commercial, contractual, regulatory or personal advantage. Employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). Specifically, employees must not bribe any public official.

6.2 Gifts, Entertainment and Hospitality

Employees must not offer or give any gift or hospitality which could be regarded as illegal or improper, or which violates the recipient's policies; or to any public employee or government officials or representatives, or politicians or political parties; or Gifts, entertainment and hospitality are acceptable if they are reasonable, proportionate, and made in good faith and in compliance with our company policies.

6.3 Facilitation Payment and Kickbacks

A facilitation payment refers to small sums paid to government officials to facilitate or expedite routing. Facilitation payments are made for the purpose of expediting or facilitating the performance of a public official for a routine governmental action, and not to obtain or retain business or any improper business advantage. Our strict policy is that facilitation payments must not be paid. "Kickbacks" are payments made in return for a business favor or advantages. All members of staff must avoid any activity that might lead to, or suggest, that kickbacks will be made or accepted by KOGS.

6.4 Political Contributions

KOGS does not make donations, whether in cash or kind, in support of any political parties or candidates, as this can be perceived as an attempt to gain an improper business advantage. Members and members of staff may personally make political contributions provided they are not used to conceal bribery and are legal and ethical under local laws and practices.

6.5 Charitable Contributions

Charitable support and donations are acceptable whether they be in kind services, knowledge, time, or direct financial contributions. However, employees must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery. We only receive or make charitable donations that are legal and ethical under local laws and practices.



6.6 Responsibility

All members, Council Members, members of staff and stakeholders are required to read and comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all working with KOGS. All members of the Council and staff are required to avoid any activity that might lead to, or suggest, a breach of this policy. Any member of staff or stakeholder who breaches this policy will face disciplinary action, which could result in summary dismissal for gross misconduct.

7.0 Reporting Procedure

1. All members of the Council and staff, stakeholders and the general public are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised directly with the President of the KOGS Council. Cases that may implicate the Council President should be raised with the Deputy President.
2. It is important to notify the President of the KOGS Council as soon as possible if you are offered a bribe in relation to the operations of the company, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.
3. On receipt of notification, complaint or report on suspected bribery or corruption activity, the Council President will assess the validity and facts of the report and upon confirmation, shall, within three (3) days, forward the matter to a Committee of the Council or constitute one to carry out investigations into the allegations within seven (7) days from the date of receipt of the report from the Council President.
4. The Council Committee will carry out the investigations to:
 - ✓ Confirm all the parties involved,
 - ✓ Establish that there was indeed a bribe offered, given, taken or received, and
 - ✓ Recommend the appropriate action to be taken, both disciplinary and legal as established within the KOGS Human Resources policies and procedures Kenyan anti bribery and corruption laws.



8.0 Protection

It is important to the Council President to report as soon as possible if they are offered a bribe in relation to the operation of KOGS, are asked to make one, suspect that this may happen in the future, or believe that they are a victim of another form of unlawful activity.

9.0 Monitoring and Review

The Council together with the Senior Management Team will review the implementation of this policy, regularly considering its suitability, adequacy, and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.