

Prime Minister's Office
(External Communications Division)

ANTI-CORRUPTION POLICY

Departments/Bodies falling under the aegis of the Prime Minister's Office (External Communications Division)

✚ Department of Civil Aviation

✚ Airports of Mauritius Co. Ltd

✚ Airport Terminal Corporation Ltd






✚ Airports of Rodrigues Ltd

✚ Mauritius Duty Free Paradise

✚ Mauritius Ports Authority

✚ Cargo Handling Corporation Ltd

Our Core Values

-  **INTEGRITY:** keeping of highest standards of professional ethics.
-  **INNOVATION:** striving towards continuous innovation.
-  **QUALITY:** result-oriented and commitment to the provision of quality services in an effective and timely manner.
-  **TEAMWORK:** fostering synergy among staff, promoting communication and information sharing.
-  **RESPECT AND CARING:** providing a healthy working environment and nurturing the well-being and morale of the staff.

1.0 INTRODUCTION

1.1 The Prime Minister's Office (External Communications Division) recognises that the risk of corruption is present and may occur in the organisation. It is committed to maintain the highest level of integrity in the conduct of its affairs through the adoption of corruption prevention strategies in the organisation.

1.2 This anti-corruption policy sets out the full commitment of the Prime Minister's Office (External Communications Division) for the deterrence and detection of corruption and for adherence to a culture of integrity.

2.0 STATEMENT OF INTENT

2.1 This Office will not tolerate corruption in the administration of its responsibilities, whether from inside or outside. It expects the highest standards of conduct from staff, board members and those who have dealings with the organisation including stakeholders and the general public. It is committed to ensuring that the risks of corruption and the potential losses are eliminated.

3.0 POLICY STATEMENT

3.1 The Prime Minister's Office (External Communications Division) is committed to promoting and adhering to the highest standards of probity, transparency and accountability in the operations and management of the organisation. Through this policy, this Office engages itself to fully and unequivocally adopt a zero-tolerance stance towards corruption and other forms of malpractices and shall ensure compliance with the anti-corruption legislation.

4.0 ANTI-CORRUPTION COMMITMENT

4.1 The Prime Minister's Office (External Communications Division) is committed to use all available means and resources at its disposal to combat corruption in all its forms at all times including the application of appropriate prevention and detection control measures.

4.2 For the purpose of ensuring sound implementation of this policy, The Prime Minister's Office (External Communications Division) will ensure that:

- Officers have sufficient knowledge concerning the anti-corruption policy and that it is applied to all undertakings.
- Adequate controls to counteract corruption are known and use within the organisation in all undertaking.
- There are clear documented procedures and systems for handling suspected cases of corruption.
- All our stakeholders are aware of the organisation's anti-corruption policy.

4.3 The main objective of this anti-corruption policy is to strengthen and sustain an integrity culture within this Office. This will be achieved through:

- The setting-up of effective processes characterized by broad participation and transparency.
- Regular evaluation of corruption risks, systems and procedures.
- Ensuring that projects have clearly formulated goals, expected results as well as monitoring and follow-ups.
- Learning from experiences and continually improving organisational performance and the corporate image.
- Holding of awareness sessions to promote good and ethical practices.

5.0 SCOPE AND APPLICABILITY

5.1 This policy covers measures and practices of the Prime Minister's Office (External Communications Division) in preventing and combating corrupt, fraudulent, collusive or coercive practices in its activities and operations. This policy applies to management, officers as well as consultants, suppliers, contractors, outside agencies doing business, and or any other parties having a business relationship with this Office. However, this policy excludes the Department of Civil Aviation, Airports of Mauritius Co. Ltd, Airport Terminal Corporation Ltd, Airports of Rodrigues Ltd, Mauritius Ports Authority, Cargo Handling Corporation Ltd, and Mauritius Duty Free Paradise which would set up their own Anti-Corruption Committee.

6.0 DEFINITIONS

6.1 For the purpose of this policy, corruption is defined as per section 2 of the Prevention of Corruption Act as amended.

“act of corruption” –

- means an act which constitutes a corruption offence; and
- includes:
 - any conduct whereby, in return for a gratification, a person does or neglects from doing an act in contravention of his public duties;
 - the offer, promise, soliciting or receipt of a gratification as an inducement or rewards to a person to do or not to do any, with a corrupt intention;
 - the abuse of a public or private office for private gain;
 - an agreement between 2 or more persons to act or refrain from acting in violation of a person's duties in the private or public sector for profit or gain;
 - any conduct whereby a person accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification or including a public official, by corrupt or illegal means, or by the exercise of his duties to show favour or disfavour to any person.

6.2 All the sections of the law penalizing corruption offences are described in section 4 to 17 of the Prevention of Corruption Act 2002 as amended. These include bribery by public official, bribery of public official, taking gratification to screen an offender from punishment, public official using his office for participation, traffic d'influence and conflict of interests.

7.0 RESPONSIBILITIES FOR IMPLEMENTING THE POLICY

7.1 The responsibility to develop and coordinate the implementation of the policy shall rest upon the Anti-Corruption Committee established for the purpose. The Anti-Corruption Committee shall set priorities, provide advice when ethical issues arise and communicate the policy to all levels of management and staff.

7.2 The Anti-Corruption Committee

The Committee shall comprise members from both operational and support departments of the institution.

7.3 The person identified by the organisation shall lead the project and chair all meetings. The Anti-Corruption Committee shall be responsible for coordinating and implementing the anti-corruption policy. It shall develop a time-bound programme with clear and precise deliverables and related budget and execute it once approved by top management. This Office shall designate an officer to act as Secretary to the Committee.

7.4 The Committee shall meet on regular basis, preferably every month or as decided by the Chairperson of the Anti-Corruption Committee. The Chair shall decide upon the setting up of sub-committees to assist the Anti-Corruption Committee in the implementation of any initiatives decided by the Anti-Corruption Committee.

7.5 The composition of the Anti-Corruption Committee is as follows:

- Deputy Permanent Secretary (Chairperson)
- Assistant Permanent Secretary
- Assistant Permanent Secretary (Integrity Officer)
- Financial Operations Officer/Senior Financial Operations Officer
- Assistant Procurement and Supply Officer
- Representative from the ICAC (ex-officio member)
- Office Management Executive (Secretary)

7.6 Role of Management

It is the responsibility of directors and managers to promote to anti-corruption policy within their areas of operation. Directors and managers are expected to actively deter, prevent and detect corruption by maintaining effective control systems, ensuring that their staff are familiar with the policy and lead by example.

7.7 Role of Officers

Each Officer shall read, be familiar with and strictly comply with the policy. This Office shall ensure that each Officer is provided with a copy of this policy or otherwise has online access thereto.

7.8 Role of Internal Control

The Internal Control has the responsibility to ensure the effectiveness and adequacy of the Internal Control System in place. It should ensure that system is subject to regular audit to provide assurance that they are effective in countering corruption opportunities.

7.9 Role of the Ex-Officio Member

The Ex-Officio member is an ICAC officer appointed by the ICAC with a view to guide and advise the Committee on issues tabled at the level of the Committee. The Ex-Officio member is a representative from the ICAC who will act as a facilitator to the organisation and provide relevant support and guidance in the implementation of the Public Sector Anti – Corruption Framework.

8.0 RISK ASSESSMENT

8.1 This Office is conscious that the risk of corruption may occur in every sphere of its activities and may evolve in the light of changing circumstance and working environment. In its endeavour to proactively address risks of corruption, the Prime Minister's Office (External Communications Division) shall ensure that a proper risk management process is in place.

8.2 Risk assessment should focus on a thorough analysis of the functional activities in close collaboration with officers involved in the process with a view to identify potential or actual corruption risk areas. With respect to risk identified, necessary corruption prevention measures including policies and procedures should be developed to address the risks. The responsibility to plan, coordinate and monitor the risk management process rests with the Anti-Corruption Committee.

9.0 HANDLING AND REPORTING CORRUPTION

9.1 Reporting suspected cases of corruption

Notwithstanding section 44(1) of the Prevention of Corruption Act 2002 as amended which provides that where an officer of a public body suspects that an act of corruption has been committed within or in relation to that public body, he shall forthwith make a written report to the ICAC. This Office shall put in place measures that shall facilitate the reporting of suspected cases in compliance with the provision of the Act.

9.2 Section 45 of the Prevention of Corruption Act as amended provides that where is the exercise of his functions, the Chief Executive of a public body is of the opinion that an act of corruption may have occurred, he may refer to the ICAC for investigation.

9.3 The Permanent Secretary may set up a Committee to assist the Accounting Officer in determining whether there is reasonable doubt for suspicion of corruption prior to referral of the case to the ICAC for investigation.

9.4 Confidentiality

Information pertaining to complaints shall not be disclosed to any unauthorized party.

10.0 PROTECTION OF WHISTLE-BLOWERS

10.1 For the purpose of this policy, a “whistle-blower” is defined as a person who provides information to someone in authority or to the institution concerned about alleged dishonest or illegal activities (misconduct) or any act of corruption or malpractice occurring in an organisation.

10.2 There will be no reprisal by management against “the public official” who is good faith reports an act of corruption or malpractice or suspected illegal and dishonest activity or any activity that he/she has witnessed. However, disciplinary actions may be taken against any person who knowingly had made false allegations.

11.0 DISCIPLINARY MEASURES

11.1 This Office is committed to ensuring that this policy is duly implemented in the organisation.

11.2 Disciplinary measures in accordance with rules and regulations as well as established procedures in force in the Public Service will be taken against any staff who is found guilty of breach of the provisions contained in this policy.

12.0 TRAINING AND COMMUNICATION

12.1 This Office recognizes that the success and credibility of this policy depends on effective training communications and the awareness of management and officers throughout the organisation. Management should ensure that the anti-corruption policy is clearly disseminated to all staff and that its contents are understood.

13.0 REVIEW OF POLICY

13.1 This policy will be reviewed annually or earlier if necessary or in the event of any changes in the laws and regulations that are of relevance.

14.0 APPROVAL

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K. Babajee (Mrs)

Permanent Secretary

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Date