

Code of Conduct and Anti-Fraud / Anti-Corruption Policy

Public Interest Science Center (PISC)
Les Tours Jumelles (Complexe Les Tours Jumelles), Brazzaville, Republic of the Congo
Email: info@pi-sc.org

Effective date: [DD Mon YYYY] • **Approved by Board:** [DD Mon YYYY] • **Next review:** annually

Our standard

PISC has zero tolerance for fraud, bribery, corruption, theft, falsification of records, or misuse of funds or assets. Everyone working with PISC must act honestly, lawfully, and in the public interest.

Who this applies to

- Board members, staff, consultants, volunteers, interns, and implementing partners when working on PISC activities.
- Procurement, hiring, finance, logistics, field operations, and research activities.

Prohibited conduct

- Offering, giving, soliciting, or accepting bribes or improper benefits (cash or in-kind).
- Kickbacks, facilitation payments, or improper 'commissions' tied to awarding contracts or approvals.
- Falsifying invoices, receipts, timesheets, participant lists, or monitoring data.
- Using donor or grant funds outside approved budgets or scopes without written authorization.
- Undisclosed conflicts of interest.

Gifts and hospitality

- Gifts/hospitality must never influence decisions. Any gift above a modest threshold (e.g., USD 25 or equivalent) must be declared and recorded.
- No cash gifts are allowed.
- Sponsorships or donations from vendors must be reviewed and approved by the Board (or delegated committee).

Responsibilities

- Executive Director: implements controls, training, reporting, and investigations.
- Treasurer/Finance & Audit Committee: reviews financial reports and any allegations involving funds.
- All personnel: report concerns immediately via the whistleblower channel.

Consequences

Violations may result in disciplinary action up to termination, contract cancellation, repayment, reporting to donors, and referral to authorities when required.