



# What **YOU** should know about the **Antifraud Policy**



Inter-American Institute  
for Cooperation on Agriculture

# Planting trust



IICA's model of technical cooperation is characterized and distinguished by a set of principles that guide its effort to promote agricultural development and rural well-being in the Americas.

Continuous improvement, effective and efficient administration, the responsible use of resources, technical excellence, transparency and accountability, are inherent to the work of the Inter-American Institute for Cooperation on Agriculture for Cooperation on Agriculture (IICA).

In order to promote a respectful working culture in our Institute, based on the highest values and principles, we are creating an Antifraud Policy as a tool that establishes guidelines for preventing, detecting, investigating and sanctioning anyone who infringes the institutional statutes and regulations.

A decorative graphic on the left side of the bottom section, featuring a close-up of a plant seed head with several seeds. To its left is a vertical bar with a yellow top half and a brown bottom half.

IICA is characterized by being:

- Innovative
- Proactive
- Respectful
- Inclusive
- Transparent
- Committed to accountability
- Environmentally responsible

## Fraud

At IICA, we understand fraud as any act that diminishes or diverts the resources available to us to implement our Mission, to the detriment of our operations and reputation.

Fraud may include:

- Embezzlement
- Misuse
- Misappropriation of funds or assets
- Irregularities in the administration or reporting of financial transactions
- Speculation related to institutional activities
- Disclosure of confidential information
- Acceptance of any asset or material from providers or counterparts
- Destruction or improper use of records, furniture, equipment and accessories

## Scope

This policy reflects IICA's commitment to transparency. This tool aims to prevent and address any fraudulent action in our operations, committed either by our own staff members, or employees of other institutions or third parties.

## We propose to ...

- Implement mechanisms to prevent, identify and address possible acts of fraud in an effective, timely and appropriate manner.
- Strengthen the ethics of staff members so that they take an active role in the implementation of this policy.
- Instill trust in our administration among Member States, donors, counterparts and partners and prevent any damage to our institutional reputation.

## A call to transparency

Staff members of IICA should:

- Report any possible act of fraud in a timely manner.
- Use the established channels for reporting complaints.
- Present the complaint in a respectful, specific and objective manner.
- Provide all the information known about the matter.
- Not establish contact with the person(s) under investigation, unless requested to do so by the Management of Human Talent Division.
- Respect confidentiality throughout the investigation process.

## How to make a complaint and what comes next?



**All information on the matter under investigation will be confidential**



## Anonymous complaints

Anonymous complaints will be admitted only if there is sufficient evidence of the alleged fraud.

Given that anonymous complaints are much more difficult to assess and investigate, contact details must always be provided. The information provided will be treated with the necessary care to avoid identification of the complainant.

## Protection against reprisals

The Institute will provide protection to any staff member who reports fraudulent or corrupt practices or who cooperates in any authorized audit or investigation.

## Investigation

- All reports of fraud will be examined.
- If necessary, an officer will be assigned to take charge of the investigation.
- All relevant documentation will be compiled and reviewed.
- Any interviews considered pertinent will be conducted.
- A report will be issued.

During the investigation, the Management of Human Talent Division will be authorized to confiscate any information without prior notice or consent, in coordination with the institutional authorities at IICA Headquarters or in the Offices in the member countries.

## Sanctions

- In the event of proof of an act of fraud by a staff member or a third party, IICA reserves the right to apply the appropriate sanctions.
- The Director General may decide on the appropriate actions, in accordance with his authority.

## Role of the Internal Audit

- Support the investigations.
- Ensure that sufficient mechanisms are in place to control fraud and monitor their efficacy.

## Focus on prevention

IICA will ensure that all staff members are fully informed about this Policy and about institutional regulations, especially the Staff Rules, the Financial Rules, the Procurement Manual and the Code of Ethics.

The unit responsible for the implementation of the Antifraud Policy is the Secretariat of Corporate Services.

This policy will be reviewed annually.



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