

HOW TO REPORT CONCERNS

WHAT TO REPORT

All Chemonics employees have a responsibility to report observed or suspected misconduct. **Examples include:**

ASSET MISUSE Theft, embezzlement, unauthorized or improper use of Chemonics or client physical assets such as vehicles and computers, and misuse of intellectual property or proprietary information.

COLLUSION Secretly agreeing to limit open competition by deceiving, misleading, or defrauding others to gain an unfair market advantage. Examples include dividing a market, setting prices, and limiting production or opportunities.

CONFIDENTIALITY BREACHES Sharing confidential pricing or bid information; leaking interview questions, candidate aptitude tests, or other hiring information to unauthorized persons.

CONFLICTS OF INTEREST Failure to disclose family, personal or business relationships; giving preferential treatment to friends, family, or business partners in hiring, procurement and/or grant-making decisions.

DISRESPECT Harassment, discrimination, physical or verbal violence or intimidation; child exploitation or abuse; sexual exploitation and abuse; and human trafficking such as domestic servitude or forced prostitution.

FALSE DOCUMENTATION Exaggerated or falsified biodatas, accounting records, expense reports, timekeeping, and work product or deliverables.

IMPROPER GIFTS Accepting gifts of any value from business partners during decision-making; receiving gifts valued above \$50; providing gifts, meals, travel, entertainment, or anything else of value to government officials without prior approval.

IMPROPER PAYMENTS Paying or offering bribes or anything of value to government officials to improperly influence business decision-making. Unofficial facilitating payments of any kind to individual government employees, either directly or via third parties such as customs brokers and visa facilitators, are also prohibited.






KICKBACKS Requesting, offering, or accepting anything of value from a vendor, subcontractor, supplier, beneficiary, or grantee in exchange for favorable treatment.

WAYS TO REPORT

Discuss your concern and the facts you gathered with your supervisor or another senior person in office.

OR CONTACT

Chemonics' Confidential HelpLine:

-  **Online:** www.chemonics.com/reporting
-  **E-mail:** BusinessConduct@chemonics.com
-  **Call:** Chemonics HelpLine at 202.955.6881
-  **Skype:** 888.955.6881
-  **WhatsApp:** +1.202.355.8974

USAID's Office of Inspector General

E-mail: ig.hotline@usaid.gov
Call: 1-800-230-6539

DFID's Counter Fraud Section

E-mail: reportingconcerns@dfid.gov.uk
Call: +44 1355 843747

The Global Fund's Office of Inspector General

E-mail: ispeakoutnow@theglobalfund.org
Call: +1 704 541 6918

INFORMATION NEEDED

Please collect and provide all relevant facts:

1. What is the **person's name and position**?
2. What is the **project name**?
3. **When and where** did the incident take place?
4. **What happened?** Describe the issue as specifically as possible.
5. **When and how did you become aware** of the problem?
6. **What documents, people, or activities** can we use to verify the problem?

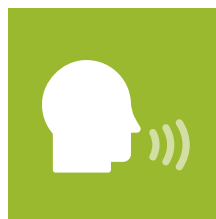
Chemonics policy does not allow retaliation in any form for honest reporting of suspected misconduct.

RIGHTS AND RESPONSIBILITIES



DO THE RIGHT THING

All employees, consultants and others acting on Chemonics' behalf must behave honestly and responsibly, in accordance with our standards of business conduct, **Living Our Values**.



REPORT VIOLATIONS

All employees or consultants must report unlawful or unethical conduct to the company. Chemonics **protects whistleblowers and prohibits retaliation** for honest and appropriate reporting of suspected misconduct.



FOLLOW THE LAW

All employees and consultants must strictly observe U.S. laws and regulations and the laws of countries in which Chemonics works.



BE TRUTHFUL

Any intentionally dishonest or abusive reporting will be investigated and may result in disciplinary action, including termination.