



Anti-Fraud and Corruption Policy (Summary)

Healing. Dignity. Empowerment

Mission Statement: Maryben Foundation exists to heal communities, restore dignity, and empower individuals through mental health, inclusion, and leadership.

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Document Control

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1. Introduction

Maryben Foundation upholds the highest standards of integrity, transparency, and accountability.

We are committed to ensuring that all resources entrusted to us are used responsibly for the benefit of the communities we serve.

Fraud, corruption, or misuse of funds undermines our mission and the trust of our partners, donors, and beneficiaries.

This policy outlines how the Foundation prevents, detects, and responds to fraudulent or corrupt practices.

2. Purpose and Scope

This policy aims to:

- Promote a culture of honesty and integrity.
- Prevent, identify, and address fraud, bribery, and corruption.
- Protect donor and public funds.
- Ensure compliance with national laws and donor regulations.

It applies to:

- All Foundation employees, board members, consultants, interns, and volunteers.
- Partners, suppliers, and contractors engaged by Maryben Foundation.

3. Definition of Fraud and Corruption

Fraud: Any intentional act to deceive or obtain an unjust or illegal advantage, including theft, forgery, embezzlement, false claims, or misrepresentation.

Corruption: The abuse of entrusted power for personal or organizational gain, including bribery, nepotism, extortion, favoritism, or kickbacks.

4. Guiding Principles

1. **Zero Tolerance:** Fraud and corruption will not be tolerated under any circumstance.
2. **Accountability:** All individuals are accountable for safeguarding Foundation resources.
3. **Transparency:** Decisions and transactions must be open, fair, and well-documented.
4. **Confidentiality:** All reports and investigations are handled sensitively and confidentially.

5. Responsibilities

- Board of Trustees: Provide oversight and approve anti-fraud controls.
- Executive Director: Lead prevention, response, and enforcement actions.
- Managers and Supervisors: Ensure staff are aware of and follow the policy.
- All Employees and Partners: Immediately report any suspected fraud or irregularity.

6. Prevention and Detection Measures

Maryben Foundation maintains strong internal systems to deter fraud:

- Clear financial controls and authorization limits.
- Regular internal and external audits.
- Transparent procurement processes.
- Due diligence for all partners and vendors.
- Training for staff on financial integrity and ethics.

7. Reporting Suspicions

Any suspected fraud, theft, or corruption must be reported immediately to:

✉ support@marybenfoundation.org (confidential reporting line)

Reports may also be made directly to the Executive Director or Chairperson of the Board of Trustees when appropriate.

Anonymous reports are accepted and investigated with discretion.

8. Investigation Procedures

1. All allegations are assessed promptly.
2. The Executive Director appoints an impartial investigator or committee.
3. Evidence is documented, and confidentiality is maintained.
4. Findings are reviewed and shared with the Board for action.
5. Where criminal conduct is identified, the matter may be referred to legal authorities.

9. Protection of Whistleblowers

Individuals who report concerns in good faith are protected from retaliation or discrimination.

Maryben Foundation guarantees confidentiality and support for all whistleblowers.

10. Sanctions and Disciplinary Measures

Confirmed cases of fraud or corruption will result in:

- Disciplinary action, including dismissal or termination.
- Recovery of lost funds.
- Possible legal proceedings or referral to law-enforcement authorities.
- Notification to donors or partners where required.

11. Approval

Approved by:

Amb. Maryben Omollo

Executive Director, Maryben Foundation

Date of Approval: 9th January 2024

Annex 1: Staff and Partner Declaration

I, _____, acknowledge that I have read and understood the Maryben Foundation Anti-Fraud and Corruption Policy.

I commit to act with honesty and integrity, report any suspected wrongdoing, and uphold the Foundation's values of Healing, Dignity, and Empowerment.

Signature: _____ Date: _____

Position: _____ Department: _____