



## Financial Integrity Policy

### Standards

Oak expects our staff and partners to commit to lawful and ethical behaviour and to be accountable in all of their activities.

This document gives examples of financial misconduct that Oak encourages concerned parties to report to us through our Report a Concern mechanism.

### Individuals or groups this policy applies to

- Oak Foundation staff, partners, including grantees, consultants, vendors and other agents.

### Types of Financial Mismanagement

- Misconduct for material gain
- Conflict of interest
- Waste or mismanagement of resources
- Defective administration
- Other misconduct

'Misconduct for material gain' includes (non-exclusively) theft of money or property; corruption involving bribes and kickbacks; using official position to get personal services or favours; giving unfair advantage to a contractor, consultant or supplier; improper use of agency resources or facilities for private purposes; and fraud through deliberate deception to secure unfair or unlawful gain.

'Conflict of interest' includes failing to declare a financial interest in a venture; intervening in a decision on behalf of a friend or a relative; improper involvement of a family business; or misuse of information for personal gain. 'Waste or mismanagement of resources' indicates waste of organisation funds, inadequate record keeping, negligent purchases or leases 'Defective administration' includes incompetent or negligent decision making; failure to correct serious mistakes; endangering funds; acting against organisational policy, regulations or laws.

'Perverting justice or accountability' includes covering up poor performance; misleading or false reporting of agency activity; covering up corruption; hindering an official investigation; unlawfully altering or destroying official records.

### Reporting a Concern

If you suspect that any of the individuals or groups covered by this policy have been, or are currently, involved in Financial Misconduct, you are encouraged to make use of Oak Foundation's Report A Concern Mechanism.