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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.
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.

**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.

This policy is intended 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?**

In the event of fraud or suspicion of fraud:

Report the matter to the Management of Human Talent Division, which will decide whether to open an investigation.

The Internal Audit supports the investigation.

The Secretariat of Corporate Services examines the complaint and informs the Director General.

The Director General decides on the sanction.

All information on the matter under investigation will be confidential.

IICA is characterized by being:

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

**Planting trust**
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What you should know about the Antifraud Policy

Inter-American Institute for Cooperation on Agriculture
Secretariat of Corporate Services
IICA Headquarters
P.O. Box 55-2200 San José, Vásquez de Coronado, San Isidro 11101 — Costa Rica
Phone: (506) 2216 0222 / Fax: (506) 2216 0233
iicahq@iica.int
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