

Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection)

Anti-Corruption Policy

1.0 Introduction

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) recognises that the risk of corruption is present and may occur in the Ministry. It is committed to maintain the highest level of integrity in the conduct of its affairs through the adoption of corruption prevention strategies in the Ministry.

This anti-corruption policy sets out the full commitment of the Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) for the deterrence and detection of corruption and for adherence to a culture of integrity.

2.0 Statement of Intent

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) will not tolerate corruption in the administration of its responsibilities, whether from inside or outside. It expects the highest standards of conduct from all levels of Management, staff and those who have dealings with the Ministry including stakeholders and the general public. It is committed to ensuring that the risks of corruption and the potential losses that might result are minimized.

3.0 Policy Statement

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) is committed to promoting and adhering to the highest standards of probity, transparency and accountability in the operations and Management of the Ministry. Through this policy the Ministry engages itself to fully and unequivocally adopt a zero-tolerance stance towards corruption and other malpractices and shall ensure compliance with the anti-corruption legislation.

4.0 Anti-corruption Commitment

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) has signed the Anti-Corruption commitment developed by the ICAC and has thus committed itself to use all available means and resources at its disposal to combat corruption in all its forms at all times including the application of appropriate prevention and detection control measures.

For the purpose of ensuring sound implementation of this policy, the Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) will ensure that:

- Employees have sufficient knowledge concerning the anti-corruption policy and that it is applied to all undertakings.
- Adequate controls to counteract corruption are known and used within the Ministry.
- There are clear procedures and systems for handling suspected cases of corruption.
- All our stakeholders are aware of the Ministry's anti-corruption policy.

The main objective of this anti-corruption policy is to strengthen and sustain an integrity culture within the Ministry. This will be achieved through:

- The setting-up of effective processes characterized by broad participation and transparency.
- Regular evaluation of corruption risks, systems and procedures.
- Ensuring that projects have clearly formulated goals, expected results as well as monitoring and follow-ups.
- Learning from experiences and continually improving the Ministry's performance and image.

5.0 Scope and Applicability

This policy covers measures and practices of the Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) on preventing and combating corrupt, fraudulent, collusive or coercive practices in its activities and operations. This policy applies to all members of Management, employees as well as to all stakeholders such as importers, exporters, traders, contractors, suppliers and the public and consumers having a relationship with the Ministry.

6.0 Definitions

For the purpose of this policy, corruption is defined as per section 2 of the Prevention of Corruption Act as amended.

"act of corruption" -

- (a) means an act which constitutes a corruption offence; and
- (b) includes -
 - (i) any conduct whereby, in return for a gratification, a person does or neglects from doing an act in contravention of his public duties;
 - (ii) the offer, promise, soliciting or receipt of a gratification as an inducement or reward to a person to do or not to do any act, with a corrupt intention;
 - (iii) the abuse of a public or private office for private gain;
 - (iv) an agreement between 2 or more persons to act or refrain from acting in violation of a person's duties in the private or public sector for profit or gain;
 - (v) any conduct whereby a person accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification for inducing a public official, by corrupt or illegal means, or by the exercise of personal influence, to do or abstain from doing an act in the exercise of his duties to show favour or disfavour to any person.

All the sections of the law penalizing corruption offences are described in sections 4 to 15 of the Prevention of Corruption Act 2002 as amended. These include bribery by public official, bribery of public official, taking gratification to screen an offender from punishment, public official using his office for gratification, traffic d'influence and conflict of interest.

7.0 Responsibilities for implementing the policy

The responsibility to develop and coordinate the implementation of the policy shall rest upon the Anti-Corruption Committee (ACC) established for the purpose. The ACC shall set priorities, provide advice when ethical issues arise and communicate the policy to all levels of Management and staff.

The Anti-Corruption Committee - The committee shall comprise of members from both administrative and technical side of the Ministry.

The person identified by the Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) shall lead the project and chair all meetings. The ACC shall be responsible for coordinating and implementing the anti-corruption policy. It shall develop a time-bound programme

with clear and precise deliverables and related budget and execute it once approved by top Management. The Ministry shall designate an officer to act as Secretary to the Committee.

The committee shall meet on a regular basis, preferably every month or as decided by the Chairperson of the ACC. The Chair shall decide upon the setting up of sub-committees to assist the ACC in the implementation of any initiatives decided by the ACC.

Role of Management -It is the responsibility of directors and managers to promote the anti-corruption policy within their areas of operation. Management is expected to actively deter, prevent and detect corruption by maintaining effective control systems and ensuring that their staff is familiar with the policy.

Role of Employees –Each employee shall read, be familiar with and strictly comply with the policy. The Ministry shall ensure that each employee is provided with a copy of this policy or otherwise has on-line access.

Role of Internal Audit – The Internal Audit has the responsibility to ensure the effectiveness and adequacy of the Internal Control System in place. It should ensure that system is subject to regular audit to provide assurance that they are effective in countering corruption opportunities.

8.0 Risk Assessment

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) is conscious that the risk of corruption may occur in every sphere of its activities and may evolve in the light of changing circumstances and working environment. In its endeavour to proactively address risks of corruption, the Ministry shall ensure that a proper risk management process is in place. Risk assessment should focus on a thorough analysis of the functional activities in close collaboration with officers involved in the process with a view to identifying potential or actual corruption risk areas. With respect to risk identified necessary corruption prevention measures including policies and procedures should be developed to address the risks. The responsibility to plan, coordinate and monitor the risk management process rests with the ACC.

9.0 Handling and reporting corruption

Reporting suspected cases of corruption – Notwithstanding Section 44(1) of the Prevention of Corruption Act 2002 as amended which provides that where an officer of a public body suspects that an act of corruption has been committed within or in relation to that public body, he **shall** forthwith make a written report to the ICAC, the Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) shall put in place measures that shall facilitate the reporting of suspected cases.

S 45 of the PoCA as amended provides that where in the exercise of his functions, the Head of the Ministry is of the opinion that an act of corruption may have occurred, he may refer to the ICAC for investigation.

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) may set up a committee to assist the Head of the Ministry in determining whether there is reasonable doubt for suspicion of corruption prior to referral of the case to the ICAC for investigation.

Confidentiality -Information pertaining to complaints shall not be disclosed to any unauthorised party.

10.0 Protection of whistle blowers

There will be no reprisal by Management against “the public official” who in good faith reports an act of corruption or malpractice or suspected illegal and dishonest activity or any activity that he/she has witnessed. However, disciplinary actions may be taken against any person who knowingly had made false allegations.

11.0 Disciplinary measures

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) is committed to ensuring that this policy is duly implemented in the Ministry.

Disciplinary measures in accordance with established procedures through the ACC will be taken against any staff who is found guilty of a breach of the provisions contained in this policy.

12.0 Training and Communications

The Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division) recognises that the success and credibility of this policy depends on effective training, communications and the awareness of Management and employees throughout the Ministry. Management should ensure that the anti-corruption policy is clearly disseminated to all staff and that its contents are understood.

13.0 Review of policy

This policy will be reviewed annually or earlier if necessary or in the event of any changes in the laws and regulations that are relevant to the Ministry of Industry, Commerce and Consumer Protection (Commerce and Consumer Protection Division). The Chairperson of the ACC should recommend the review to the ACC.

14.0 Approval

Permanent Secretary

Date