

Anti- Corruption Policy

Ministry of Social Development and Human Security's ideology is to perform its obligations based on virtue, good governance, transparency, social responsibility and people-centred approach by taking into consideration the needs of target groups and relevant stakeholders, as stipulated by the principles of good governance and Code of Professional Ethics for Civil Servants, as well as policies and guidelines for the public and all stakeholders. The Ministry has consistently embraced anti-corruption policies and measures in order to declare intent and commitment to counter all kinds of corruption.

To ensure that the Ministry has a policy in formulating measures or programmes/activities to improve organizational morality and transparency based on the Integrity and Transparency Assessment (ITA) in terms of transparency, accountability, corruption-free, integrity culture, work integrity, and internal communications, in developing a guideline and regulation to ensure proper conducts to prevent corruption in all activities under the purview of the Ministry, and in ensuring that decisions and considerations on matters that may expose to risks of corruption will be executed with due diligence, Ministry of Social Development and Human Security has developed this “**Anti - Corruption Policy**” as the guideline in performing its obligations and in developing its management system to become a fully transparent organization.

Definitions by Anti- Corruption Policy

Corruption means illegally attempting to acquire undue benefits for his or her own or for other persons.

Corruption also means to give, promise to give, and to receive or request assets in the form of documents, data, money or other benefits wrongfully with a motive to cause a person to discharge or fail to discharge his or her duty in order to acquire or maintain undue benefits or advantages for one own or groups both directly or indirectly. This includes an illegitimate act which goes against moralities, ethics, conducts of the organization, laws, rules, regulations and policies for the public, groups of people or staff, companies, stakeholders, and other organizations that have engagements or relations with the Ministry, in order to gain illegitimate profits for his or own, organization or other parties, unless there are provisions stipulated by a law, rule, notification, regulation, or local customary practice which allow such act.

General Principles of Anti-Corruption Policy:

Executives, civil servants, government employees and other personnel of the Ministry are prohibited to commit or tolerate all kinds of corruptions, and all kinds of direct and indirect acts that involve with corruption, and shall comply with the

principles of good governance, morality, virtue, and Code of Professional Ethics for Civil Servants. They have to also follow the Anti-Corruption Policy strictly, and review their work practices and procedures in order to be in line with the changes of society, laws, rules, and regulations.

Duties and Responsibilities:

1. The executives shall take the responsibility in overseeing policy directions, as well as administering and supervising the Anti-Corruption Policy effectively and efficiently in order to for the executives to be fully aware of and give importance to the Policy by instilling its principles to become an organizational culture;

2. The executives or the assigned persons shall inspect the agencies under their supervision, by evaluating a risk of corruption in order to ensure that the agencies are not exposed to risks of corruption;

3. The executives, head of a division or the assigned persons shall have a duty and responsibility to design an anti-corruption system, and to promote and support this Anti-Corruption Policy;

4. The executives and head of a division shall communicate with the personnel in the organization and others involved in order to increase understanding about the Anti-Corruption Policy;

5. The executives, head of a division, civil servants, government employees and other personnel shall have a duty and responsibility to strictly abide by the Anti-Corruption Policy.

Practicing Guidelines:

All personnel in the Office of the Permanent Secretary, and in the Ministry of Social Development and Human Security shall have a duty and responsibility to comply with the following guidelines:

1. Adhere to policies to prevent and suppress corruption and bribes, to Code of Professional Ethics for Civil Servants, as well as to laws, rules, and other government regulations in order to prevent from directly or indirectly involving in any form of corruption;

2. Do not act in a manner that shows intention of corruption, or receiving or giving a bribe with the stakeholders of the Ministry for one own benefits both directly and indirectly when performing his or her official duties;

3. Do not ignore or tolerate when seeing a corrupt act. It is a duty to report this kind of act to a director or person in charge as well as to cooperate in an examination process;

4. In performing a task or duty that may involve a risk of corruption, the personnel shall perform with due diligence in the following circumstances;

- Giving or receiving gifts, a reception and other relating expenditures shall be conducted in full compliance with the laws, rules, and regulations, as well as the policies to prevent and counter corruption.

- Donating money for charity to any organization that runs for public interests shall be done with transparency, completed with all required procedures, and in full compliance with the laws. The donation must be monitored and inspected in order for the donated money not to be misused as a bribe.

- Conducting procurements with companies, private sectors, and business engagements, including contacting with persons involved must be done with honesty and transparency, and complying with the relevant laws, rules, and regulations.

Measures and Operational Guidelines:

1. The Ministry shall support and promote the officials' conscious mind of corruption resistance, as well as establish the internal audit system in order to prevent all forms of corruption and briberies.

2. This anti-corruption guideline also includes the personnel management system such as recruiting, selecting, promoting, training, evaluating, and giving remunerations. Supervisors at all levels have to take the responsibility in communicating with all staff under their supervision to ensure correct understanding about this Policy, which may in turn result in full effectiveness of their performance.

3. The Ministry shall provide justice and protection for the personnel or others who report or provide evidences about corruption cases that may concern the Ministry, and personnel who deny to be involved with corruption by providing the protection as stipulated by relevant laws, rules and regulations.

4. Those who commit corruption are violating the rules, disciplines, and Code of Professional Ethics for Civil Servants and may be subject to the disciplinary punishments and other punishments as stipulated by relevant laws, rules and regulations.

5. The Ministry realizes the importance of knowledge dissemination and awareness raising on the anti-corruption policy to other parties whose engagements or relations may cause some negative effects to the Ministry in complying with the Anti-Corruption Policy.

6. The Ministry is committed to cultivating and preserving the organizational culture which will not tolerate any form of corruption including transactions with any organization, company, stakeholder, or private sector.

Petition and Complaint Behaviours:

Petitions can be lodged when witnessing a corrupt act concerning the Ministry, for example, seeing a person who is involved with the Ministry directly or indirectly giving or receiving a bribe from staff of a private company, people receiving the services, or stakeholders, seeing a misconduct which is in conflict with the Ministry's regulations and may create a loophole for corruption, or seeing an act which violates the rules, regulations, disciplines, laws, moralities, or Code of Professional Ethics for Civil Servants.

Means of Petition:

The Ministry has mandated the Anti-Corruption Centre as the main agency in charge of receiving all petitions pertaining corruption through the following channels:

- a. By telephone: at number 02 - 659 6515;
- b. By person: walk-in petitioners may directly contact the Director of the Anti-Corruption Centre;
- c. By post: petitions can be sent to the Anti-Corruption Centre, Office of the Permanent Secretary, Ministry of Social Development and Human Security, addressed to the Director of the Anti-Corruption Centre, 1034 Krungkasem Rd. Mahanak District, Khet Pom Prap Sattru Phai, Bangkok 10100;
 - All petitions shall be supported with adequate details, information, and evidence (if possible) which can include documents, photos or any other form of evidence for further examinations. In case of a petition is directed to a high executive, such petition shall be submitted to the National Anti-Corruption Commission (NACC) via the Hotline 1205 directly.
 - Persons who can lodge a petition on corruption include all stakeholders or eyewitnesses including civil servants, employees, and all personnel of the Ministry or those who are associated with the Ministry.

Protection and Confidentiality Measures:

In order to protect the security of the petitioner, and of an informant providing information about corruption, the Ministry shall maintain the confidentiality of the information about the petitioner with utmost importance.

The receivers of such information who are an individual or a group of individuals and assigned by the Ministry shall maintain the security, nondisclosure and confidentiality of all information received unless such disclosure is required by law. Any illegal disclosure of information shall be subject to maximum degree of punishment.

A Procedure of Petitioning Against Corruption:

1) Upon receipt of the information, executives, investigation committees, or the assigned persons from the Ministry shall consider and investigate that information by setting up the committee to investigate case by case appropriately.

2) After examining the facts and collecting all evidences, if there is enough reasonable ground to believe that a defendant may commit a corrupt offense, the Ministry shall appoint an investigation committee to examine the complaint on a case-by-case basis in order to inform the defendant about the accusation and the rights to prove himself or herself by providing any evidence to defend their case.

3) During an investigation, the defendant shall be discharged from his or her current position until the investigation process is completed which shall not exceed 30 days.

4) If the committee has a verdict that the defendant is found guilty of corruption, the offense shall violate the Anti-Corruption Policy and may be liable for a disciplinary punishment as imposed by relevant rules, regulations or notifications, and shall be subject to prosecutions as stipulated by relevant laws.

5) In cases of a fraudulent or fake petition is found and if a petitioner is a civil servant, government employee and other personnel, he or she will be liable for a disciplinary punishment. If the petitioner is not a staff member of the Ministry, he or she will be subject to prosecutions as stipulated by relevant laws. In addition, if the petitioner of a fraudulent or fake petition is a trading partner, the Ministry shall withdraw him or her from the vendor's/service provider's registry.

The Policy shall be effective from the date of its announcement onwards.

Notified on 30 December, 2016.

Mr. Maitri Inthusut

Permanent Secretary,

Ministry of Social Development and Human Security