



ZIP Institute – Anti-Corruption Policy

1. Purpose

ZIP Institute upholds the highest standards of integrity, transparency, and accountability in all its operations.

This Anti-Corruption Policy sets out our zero-tolerance approach toward corruption, fraud, collusion, coercion, and any other unethical practices. It applies to all staff members, experts, consultants, contractors, and partners engaged in activities of the Institute, including the implementation of the project *EUNERGY Index – Civic Scorecard on Green Reform Progress*.

2. Scope

This policy covers all organizational activities, financial transactions, procurement, partnerships, and project implementation processes.

It complements our internal financial management procedures, codes of conduct, and the ethical requirements of donors and international partners, including UNOPS and the European Union.

3. Core Principles

- Integrity and Transparency: All decisions, contracts, and expenditures must be based on honesty, fairness, and documented justification.
- Accountability: Every staff member and collaborator is responsible for ensuring that project funds and resources are used solely for their intended purpose.
- Compliance: ZIP Institute complies with all applicable national laws, donor regulations, and international anti-corruption standards.
- Zero Tolerance: Any form of bribery, fraud, conflict of interest, embezzlement, or misuse of resources is strictly prohibited and will result in disciplinary and legal action.

4. Prohibited Practices

In line with the UNOPS Operational Instruction on Vendor Sanctions, the following are explicitly prohibited:

- Corrupt Practice: Offering, giving, receiving, or soliciting anything of value to improperly influence actions.

- **Fraudulent Practice:** Any act or omission that misleads or attempts to mislead to gain financial or other benefit.
- **Collusive Practice:** Agreements between parties to manipulate outcomes or restrict fair competition.
- **Coercive Practice:** Threats or actions to influence improperly the actions of another party.
- **Unethical Practice:** Behaviour contrary to conflict-of-interest, gifts and hospitality, or other published requirements of doing business with ZIP Institute or its partners.
- **Obstruction:** Any act that prevents or hinders an investigation into potential misconduct.

5. Conflict of Interest

All personnel must avoid situations where personal, financial, or professional interests conflict—or appear to conflict—with the interests of ZIP Institute or its partners.

Any potential conflict must be declared in writing to the Executive Director or Project Manager immediately.

6. Reporting and Whistle-Blowing

ZIP Institute encourages the prompt reporting of any suspected corruption or unethical behaviour. Reports may be submitted confidentially to:

- The Executive Director of ZIP Institute, or
- The donor or contracting authority (e.g., UNOPS) through their established reporting channels.

Retaliation against whistle-blowers is strictly prohibited. The identity of individuals reporting in good faith will be protected.

7. Implementation and Monitoring

This policy is disseminated to all staff and partners.

Training sessions and internal reviews will be conducted periodically to ensure understanding and compliance.

Violations will be investigated promptly and, where substantiated, will lead to corrective actions, including disciplinary measures, contract termination, or referral to competent authorities.

8. Approval

This Anti-Corruption Policy was adopted by ZIP Institute on [insert date] and remains in force for all current and future projects.



Signed:

Agim Selami

Executive Director, ZIP Institute

Date: 02 May 2018

(Stamp and signature)

A circular blue stamp of the ZIP Institute. The text inside the stamp reads "ZIP ИНСТИТУТ" at the top, "за политики и добро владение" on the right, "Здружение на граѓани" on the left, and "СКОПЈЕ" at the bottom. In the center is a stylized "ZIP" logo. To the right of the stamp is a handwritten signature in blue ink.