



*Anti-Corruption Consultants & Forensic Investigators*

Injecting The Seed Of Integrity In The Workplace

## CORRUPTION PREVENTION AND ETHICS IN THE WORK PLACE , WORKSHOP

26TH – 28TH OCTOBER, 2016, MAUN LODGE CONFERENCE CENTRE, MAUN



**BOTSWANA**  
Qualifications Authority

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# CORRUPTION

*Personal*  
THE ABUSE OF POWER FOR GAIN & DESTRUCTION

## BACKGROUND

The Public Service continues to suffer from fraud and corruption despite the existence of a number of internal controls, resulting in huge losses. People who are intent on defrauding government will always find ways of subverting or overriding systems, processes and procedures.

To counter corruption, employees need to be equipped with knowledge as in awareness on how fraud and corruption manifests itself in an organisation. They need to be empowered with skills on how to use internal controls to manage the risk of fraud and corruption.

Numerous surveys have found that over 80% of fraud and corruption can be prevented through training on work ethics and other anti corruption related strategies.

This workshop will introduce participants to fraud and corruption prevention methods and help participants gain practical insight, with life examples of how fraudsters misuse or abuse people, time, technology and other devices to defraud organizations. It will also help participants to understand the elements and attributes of a corruption resistant organization.

The workshop will also discuss red-flags, signs or characteristics of a fraudster or a corrupt person. These early warning signs may save your organization millions of Pula. The objective is to equip employees with knowledge, skills and strategies to combat fraud and Corruption as well as good ethics the workplace.



## LEARNING OUTCOMES

By the end of the workshop, participants should:

- understand the tell-tale signs/ indicators that can help you to identify a fraudster or corrupt individual
- Understand the different types of fraud and corruption and their manifestations
- Understand how fraud and corruption can affect delivery of public services and goods
- understand mechanisms necessary to pro actively address challenges related to fraudulent and corrupt activities

## TARGET AUDIENCE

This workshop is intended to benefit officers in the following administrative capacities

- Finance and Accounts Staff
- Bursars
- Purchasing and Supplies Officers
- Procurement Personnel
- Contracts Managers
- Project Administrators and Managers
- Economic Planners
- Cash handlers
- Ministry Tender Committee Members
- National Development Planning Officers
- Ministerial/Local Authority Tender Committee Secretaries
- Supply Chain Officers
- Supplier Relations Officers
- Senior Audit Personnel
- PPADB/LAPAD Administrators
- Procurement Committee Members
- Ministerial Anti-Corruption Committees
- All public officers





# WORKSHOP PROGRAM

## OVERVIEW OF CORRUPTION

- Where Corruption can be found
- Potential signs of corruption in an individual
- Possible signs of corruption in an organisation
- Personal characteristics that can prevent an individual from becoming corrupt

## THE COMMON UNDERSTANDING OF CORRUPTION

- Definitions of Corruption
- Corruption is both immoral and criminal
- The law of Moses
- Corruption as a criminal act
- Examples
- Legislative definitions
- How can corruption be curbed
- The three pronged approach
- Public Service and Corruption
- Conclusion

## TRANSPARENCY AND ACCOUNTABILITY

- Definitions
- Concepts and Procedures
- Conditions that Support Transparency and Accountability
- Levels of Accountability
- Necessary Conditions for Transparency and Accountability
- Obstacles to Accountability
- Supervisory Accountability

## SUPERVISORY ACCOUNTABILITY

- Impact of Supervision Against Corruption Practices
- Structure of an Effective Supervisory Accountability System
- Benefits of a Supervisory Accountability System
- Accountability, Delegation and Responsibility



## WORKSHOP PROGRAM

### IMPACT OF CORRUPTION ON SERVICE DELIVERY

- Setting the tone (fraud and corruption red flags)
- Effects of Corruption
- Attributes of a Corruption Resistant Organisation
- Live Examples of Corruption in Botswana and its Impact on Service Delivery
- Interventions, Strategies to Strengthen Institutional Capacity
- Empowerment of Staff to Enhance and Promote Accountability

### GOVERNANCE, INTEGRITY & VALUE FOR MONEY

- Definitions and Concepts
- Structure of Government
- Political Accountability
- Competitive Private Sector
- Public Service Management

- Civil Society Voice and Participation
- Pillars of an Integrity System that foster Good Governance, Accountability

### THE ROLE OF LEADERSHIP IN CORRUPTION PREVENTION

- Definitions and Concepts
- General Role of Leadership
- Management Failures as a Source of Corruption
- How leadership can contribute or increase the prosperity for corrupt practices
- Demonstrate how leadership can mitigate the impact of corruption
- Practical examples and case studies



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## WORKSHOP PROGRAM

### CORRUPTION PREVENTION STRATEGY FRAMEWORK ETHICS AND VALUES IN THE WORKPLACE

- Definitions and concepts
  - Risk management framework
  - Enterprise Risk Management
  - Internal Audit and control systems
  - Accounting systems risks and controls
  - Operations risks and controls
  - Best risk protection practices
  - Corruption/ Fraud Response Plan
  - The three pronged approach:
    - Prevention
    - Detection
    - Response
- Definition of Ethics
  - Ethics and Integrity
  - Essential Elements of code of ethics
  - Reasons for promoting integrity
  - Due consideration in implementing an integrity system
  - Value based code of ethics
  - Rule based code of ethics
  - Gift policy
  - Conflict of interest policy
  - How to develop and maintain an ethical corporate culture
  - Conditions that support the management of ethics
  - Managing ethics



# REGISTRATION FORM

**FEES: P5850 + P702 VAT=P 6552, 00** per delegate for 1-4 delegates, 5% discount per delegate for 5 or more delegates.

EARLY BIRD REGISTRATION BEFORE 17TH October 2016 : **P5250 + P630 VAT= P5880** per delegate, 5% discount per delegate for 5 or more delegates.

\*This fee covers Tuition, tea, lunch and Course Materials (including Presentations on CDs) ONLY

\*There is an option of a Boat Cruise or a Game drive on the last day of the workshop at no extra cost

Game Drive

Boat Cruise

NOMINATING OFFICER .....

DESIGNATION .....

AUTHORIZING OFFICER .....

DELEGATE:

1) ..... 2) .....

3) ..... 4) .....

5) ..... 6) .....

7) ..... 8) .....

Method of Payment: Please tick as applicable

CHEQUE

EFT

**Payment Conditions:** For Government Delegates, GPOs and LPOs should reach us 4DAYS prior to the date of the event:

**Cancellation Policy:** In the event of a cancellation, a written communication must be advanced to us 4 DAYS prior to the event, otherwise the FULL tuition fee will be charged, HOWEVER, we accept replacements should you need to replace a participant, provided that is communicated to us within 4 DAYS prior to the event.

Please read and understand the conditions mentioned above and sign underneath. Should you need any clarity or have Queries regarding the above, Please do not hesitate to call us on the Contact Details below.

I acknowledge that I have read and understood all the Payment Conditions and Cancellation Policy and I am prepared to comply without any reservations.

Name.....Designation.....

Date .....

Company/Organization Stamp