

EUROPEAN FOREST INSTITUTE

INTEGRITY FRAMEWORK

As decided by the Board 13 September 2021, to enter into force 15 September 2021

European Forest Institute ('EFI' or 'the Institute') adheres to the highest standards of institutional integrity and has a zero tolerance policy regarding corrupt, fraudulent, coercive, collusive, and obstructive practices.

The Board provides for general oversight of the institutional integrity of the Institute. Board members are subject to the Board code of conduct.

The Director is responsible for ensuring that risks are systematically identified and that measures will be designed, implemented, and monitored, to mitigate the risks identified. Risks may for example be legal compliance risk, reputational risk, and financial risks, and may extend to the institutional level as well as to projects and other activities.

The Director will ensure that the Secretariat has appropriate systems in response to corrupt, fraudulent, coercive, collusive, and obstructive practices. This applies both internally at the Secretariat and externally in relation to third parties.

Heads of unit are responsible for the day-to-day management of such risks and to ensure that the procedures in support of the Institute's integrity and ethical standards are adhered to in the areas for which they are responsible.

The Director and all EFI staff members must comply with all applicable regulations, as well as understand and ensure compliance with conditions in project contracts and other agreements pertaining to their work.

Heads of unit must engage in creating an environment of individual and collective accountability at unit level. Overall responsibility for the Secretariat's performance in this respect lies with the Director.

The Institute will have a channel for reporting suspected misconduct and mechanisms for timely investigation of reported issues in relation to the Board, Director, staff members, and external parties where relevant. Any suspected misconduct must be investigated without delay, and appropriate action taken in case of integrity breach.

This framework will be implemented through written regulations, codes, policies, and internal procedures and mechanisms. Roles and responsibilities of the actors in the system as well as decision-making are to be defined in appropriate documentation.