

CORPORATE INTEGRITY TOOLKIT

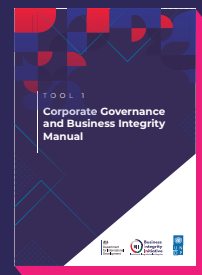
Throughout this initiative, the following products were developed:

A. MANUALS/GUIDELINES

1. Corporate Governance and Business Integrity Manual

It offers a guide to set up a corporate governance model that describes the co-responsibility of the persons comprising the companies in the fight against bribery and corruption. To access this tool, click on the following link:

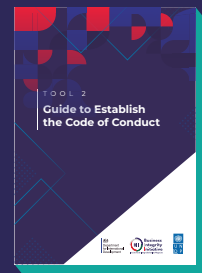
<https://integridad.corporativa.org.mx/en/tools/1/manual-for-corporate-governance-and-business-integrity>



2. Guidelines for establishing the code of ethics

It provides an ethical perspective to promote a business integrity culture and "zero tolerance" for corruption and bribery. To access this tool, click on the following link:

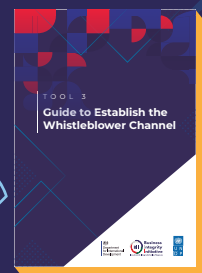
<https://integridad.corporativa.org.mx/en/tools/2/guide-to-establish-the-code-of-ethics>



3. Guidelines for establishing the whistleblower channel


It presents a procedures proposal that facilitates and promotes anonymous complaints by providing safety and avoiding retaliation, as well as other practices that undermine people's freedoms and fundamental rights. To access this tool, click on the following link:

<https://integridad.corporativa.org.mx/en/tools/3/guide-to-establish-the-whistleblowing-channel>



4. Manual for designing a policy for receiving gifts, hospitality and donations


This manual raises why it is important and how to establish ethical and rules-based treatment that the company adheres to, in order to determine the procedure to be applied in the event of receiving gifts or donations. To access this tool, click on the following link:

<https://integridad.corporativa.org.mx/en/tools/4/manual-to-design-a-policy-for-receiving-gifts-hospitality-and-donations> 



5. Corporate Integrity Self-Diagnosis


It offers MSMEs a mechanism to identify, analyse and mitigate corruption risks in their business practices. To access this tool, click on the following link:

<https://integridad.corporativa.org.mx/en/tools/5/corporate-integrity-assessment-tool> 



5.1 Corporate Integrity Self-Diagnosis Digital Application

This application is a tool that allows companies to perform their self-diagnosis in an educational way on an online platform, and thereby know their level of risk of corruption, and access to substantive resources and practical recommendations in order to prevent and mitigate these bad practices. This is done in strict adherence to articles 66 to 72 of the General Law on Administrative Responsibilities, placing efforts to fight corruption in the context of local regulatory frameworks. To learn more about the application, click on the following link:

<https://integridad.corporativa.org.mx/app/en/> 

5.2 Virtual Assistant

Leads and explains in a simple way each of the steps to perform the self-diagnosis of corruption risks delivering a presentation of a tutorial. To access the virtual assistant, click on the following link:

<https://integridad.corporativa.org.mx/app/en/?tutorial=1> 





B. EDITABLE TEMPLATES

As a complement to the 5 tools, companies have at their disposal a set of editable templates that will allow them to move on in the consolidation and implementation of their own corporate integrity strategies. These forms are intended to serve as examples of control mechanisms that can be adapted to the context of each company. To access, enter each tool and click on the "Templates" button:

<https://integridad.corporativa.org.mx/en/tools> 

C. ONLINE COURSE

It offers a number of contents and activities that will allow users to recognize the main characteristics and applications of the Toolbox. This free-access material seeks to strengthen the abilities of MSMEs in the fight against corruption and bribery, and to contribute to the efforts of companies to adopt a culture of corporate integrity in their business strategies. To access the course,

click on the following link: <https://integridad.corporativa.org.mx/en/course> 


D. ONLINE PLATFORM

To enter, click on the following link: <https://integridad.corporativa.org.mx/en/> 

E. DISSEMINATION AND COMMUNICATION STRATEGY:

- 5 infographics
- 1 video
- 1 Factsheet
- Messages on official channels
- 1 webinar

For more information, click on the following link:

<https://integridad.corporativa.org.mx/en/media-hub> 



PILLARS OF THE CORPORATE TOOLBOX

Corruption is not sustainable

Corruption poses a threat to development and prosperity, undermines democratic institutions, contributes to government instability, erodes confidence in markets, undermines fair competition and weakens investment and trade. Contributing to the prevention of corruption is a business and social sustainability strategy. Corruption always generates setbacks in economies and affects the stability of companies and the economy in general. Adopting a culture of corporate integrity will facilitate the transition to more just, ethical and egalitarian societies.

"Zero Tolerance for Corruption", a hallmark of competitive advantage


In a context marked by significant inequalities and economic slowdown (e.g. in the context of the COVID-19 crisis), promoting a culture of lawfulness and doing business with companies that reject all forms of bribery and corruption is a differentiating factor, and shows a commitment that strengthens the legitimacy and trust of the company.

Circles of ethics and probity

Often corruption is attributed in the abstract to "institutions", "governments", "companies", but behind every act of corruption there is a chain of persons who congregate around acts that threaten the common welfare. Companies must create circles of customers, suppliers, employees and directives who share zero tolerance for bribery and corruption, building a value chain based on the rule of law and a code of conduct committed to ethics, justice, prosperity and equality.



It's not just for "the big leagues"

Sometimes we think that corruption is a subject of governments or big corporations. However, small companies that are starting on the road of business and entrepreneurship, in their desire to grow, sometimes carry out various practices that represent a step backward for the culture of lawfulness. Micro, small and medium-sized enterprises, together with all social agents, share the co-responsibility to identify, analyse and prevent risks of bribery and corruption.



DECALOGUE OF PRACTICAL RECOMMENDATIONS FOR MSMEs:

- 1. *Jointly build an integrity manual for the company:*** this manual becomes the roadmap for managers, employees, investors and customers clearly understand the "zero tolerance" policy on corruption.
- 2. *Establish and communicate the company's rules and regulations against corruption:*** the code of ethics set out the rules, sanctions and frameworks that the company deems necessary in terms of business integrity.
- 3. *Foster a culture of lawfulness and the culture of denouncing out loud harmful practices to the business:*** these aspects go hand in hand, since the company discloses the parameters of ethical behaviour it integrates them as part of the mission and corporate values. In parallel, it must promote anonymous and guarantor denunciation that allows exposing cases and preventing them while safeguarding the human rights of whistleblowers.
- 4. *Set up clear frameworks of conduct and communicate them effectively:*** following the code of ethics, the whistleblower channel and the integrity manual, the members of the company should be guided in the limits of their working relationships, in terms of receiving and giving gifts, donations, invitations and other conducts as part of the strategy to eliminate risks of corruption.
- 5. *Diagnose and evaluate the risks that the company has and make decisions based on managing them:*** what is not measured is not improved. It is important to carry out a diagnosis of the corruption risks of your company, and evaluate the vulnerable points in order to develop an action plan, mitigation and periodic tracking of these risks.



6. Establish mechanisms for hiring staff based on ethical values: it is suggested that in hiring processes, candidates are questioned about ethical dilemmas that allow other dimensions of the candidate's profile to be evaluated, ensuring that staff have an affinity with the company's values.



7. Carry out external audit processes once a year: the management of finances and corporate processes must be evaluated in an objective manner, and the best way to do this is by establishing internal and external control mechanisms. It is suggested to have audits or fiscal reviews at least once a year. Some of the information can be shared with customers and employees, so that transparency in legal and financial operations is evident.

8. Design a training strategy for your staff on issues of ethics and transparency: at all levels of the company's staff, it is important to have training processes that allow awareness and understanding of the mechanisms and implications of anti-corruption policies. It is suggested to have training processes and follow-up the results of such programs.

9. Promote an anti-corruption agenda in your business community or economic sector: Having strategic allies in a specific sector of the business guild or sector, promotes collective action to stop the phenomenon of corruption. Joining forces and generating joint strategies opens doors for building collaborative bridges and establishing networks that are committed to integrity and contribute to advance in sustainable development.

10. Adopting a corporate integrity culture translates into a generator of economic and social value for and by your company: incorporating ethical, transparent and fair corporate practices in your business strategies allow your MSME to be part of a select group of companies that act in strict adherence to global standards; access better financial credits;





protect yourself with lower insurance costs derived from lower risks; access international markets promoting the growth of your business; reduce risks of legal and administrative sanctions; keep a competitive staff; reduce and regulate conflicts of interest; and strengthen comparative advantages based on a reputable and competitive legitimacy.

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