

Anti-Corruption and Anti-Bribery Policy

Date: 16/07/2025

1. Purpose

This Policy reinforces the Institut Pasteur du Laos (IPL) commitment to integrity, transparency, ethical standards in scientific research activities (including scientific publications), and finance, procurement, maintenance, information technologies processes and operations in compliance with Lao laws and international standards.

2. Scope

The Policy applies to all employees, consultants, trainees, students, contractors, vendors, service providers, and third parties operating in or on behalf of IPL, regardless of their nationality.

3. Main definitions

- Bribery: Offering, promising, giving or receiving any undue benefit to influence actions.
- Corruption: Abuse of entrusted power for personal or corporate gain.

4. Prohibited Actions

- Offering/accepting bribes, facilitation payments, or gifts of value to influence research funding decisions, data reporting, peer review or publication outcomes
- Offering/accepting bribes, facilitation payments, or gifts of value to influence supplier selection, contract awards, or system implementation
- Falsifying, fabricating, or manipulating research data or publication contents
- Falsifying procurement documents, including bids, vendor evaluations, importation documents or packing lists
- Falsifying accounting documents, including invoices or bank information
- Accepting gifts, benefits, or hospitality that may compromise objectivity
- Undisclosed conflicts of interest affecting research or publication integrity
- Undisclosed conflicts of interest affecting vendors selection
- Favoring vendors in exchange for personal gain or future employment opportunities
- Influencing public health officials or ethics boards with incentives

5. Gifts & Hospitality

- Gifts must be of low value, infrequent, and transparently documented. Only modest gifts (unit value under 25 USD and global value under 50 USD) may be accepted and must be declared to the Chief Financial Officer or General Director of IPL.
- Invitations of administrative or scientific staff to events, travel, or meals sponsored by vendors must be pre-approved by the Chief Financial Officer.

- Invitations of scientific staff to conferences, workshops, or sponsored events must be approved in advance by the General Director.

6. Conflicts of Interest

Employees, regardless of their nationality, must disclose any personal, financial, or familial ties to vendors or service providers.

7. Reporting Mechanism

- All research data, funding sources, peer reviews, and publication processes must be documented transparently.
- Authorship and contribution disclosures must be clear and accurate.
- All procurement decisions, contracts, and information technologies implementations must be fully documented.
- Any suspected bribery or unethical behavior, or concerns must be reported to the Chief Financial Officer or the General Director.

8. Records Keeping

All financial transactions related to gifts and research sponsorships must be documented accurately on a specific register.

9. Sanctions

Violations may result in disciplinary action, contract termination, and legal reporting.