

Thirteenth Session of the Assembly
29-30 October 2025, Seoul, Republic of Korea

Agenda Item 15.4

Policy on Prohibited Acts

I. Background

1. AFoCO, as an intergovernmental organization, is committed to sustainable forest management, regional cooperation, and the highest standards of integrity and accountability, recognizing that stakeholder trust is fundamental to its mission.

II. Objectives

2. The purpose of this Policy is to provide clear principles and guidelines for preventing, identifying, reporting, and addressing prohibited acts. It ensures responsible use of resources and upholds the highest standards of integrity across AFoCO's operations and interactions.

3. Prohibited acts under this Policy include, but are not limited to (a) corruption, (b) collusion, (c) coercion, (d) misuse of resources or funds, (e) conflict of interest, (f) obstruction of investigations, (g) abuse of authority, (h) harassment and discrimination, (i) money laundering, (j) financing of terrorism, (k) misconduct, and (l) unauthorized disclosure of confidential information.

III. Principles

4. AFoCO upholds a strict zero-tolerance stance toward these prohibited acts.

5. The Policy on Prohibited Acts applies to all AFoCO stakeholders, both internal and external. External stakeholders include contractors, suppliers, implementing partners, grantees, cooperating organizations, and any other persons or entities engaged with AFoCO.

IV. Reporting Mechanism

6. Reports may be submitted in good faith through two main channels: (i) confidential written reports to the Compliance Office, Designated Ethics Officer, or Ombudsperson; or (ii) the official website grievance form.

7. Whistleblowers are protected against retaliation. In addition, AFoCO promotes early intervention and informal reporting.

V. Investigation and Resolution

8. Investigation and resolution procedures are initiated when potential prohibited acts are reported or otherwise brought to the attention of supervisors. Cases may be addressed through managerial intervention, informal resolution, or formal resolution.

VI. Implementation and Review

9. The Secretariat shall submit annual reports on prohibited acts to the Assembly, actively promote awareness of this Policy, ensure accessible reporting channels, and provide mandatory annual staff training along with guidance and best practices for stakeholders. The Policy will be reviewed every three years, or earlier if necessary, with amendments proposed by the Secretariat and approved by the Assembly.

VII. Points for Consideration

12. The Assembly may wish to consider and approve the Policy on Prohibited Acts.

Queries on the content of the document may be addressed to:

*Kim Jimyung, Operations and Resource Team, Planning & Operations Division
(Phone: +82 2 785 8974; Email: jmkim@afocosec.org)*
