

# COUNTER TERRORISM & MONEY LAUNDERING POLICY & PROCEDURES

<b>VERSION</b>	<b>3</b>
<b>PERSON RESPONSIBLE</b>	<b>Rozana Australia CEO</b>
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## POLICY AMENDMENTS

This is a working document and subject to amendment. This Policy will be available in English, Hebrew and Arabic.

Any suggestions about this Policy should be directed to the Rozana Development Director or Rozana Australia CEO so changes can be considered. When suggestions are raised, the matter will be raised with the Executive Management Committee (EMC) for consideration. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The Development Director and CEO are responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the Document Version table on the first page;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual e.g. shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of manual.

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## 1. PREAMBLE

This policy was written by Rozana in Australia. It may be used as a template across all Rozana offices. Rozana operates five offices registered in each of Australia, USA, Canada, UK and Israel, which are part of the Rozana Global Alliance. In this policy, 'Chair' means Chair of Rozana International. Unless specified otherwise the 'Board' refers to the board of Rozana Australia.

## 2. INTRODUCTION

Rozana's Mission is to build bridges to better understanding between Israelis and Palestinians through health. This community-wide, multi-faith health initiative achieves this by raising funds to:

1. Train Palestinian health professionals in Israeli hospitals in order for them to return and build the health capacities of their communities, particularly where there are identified gaps;
2. Transport Palestinian patients from home to checkpoints in Gaza and the West Bank to hospitals in Israel and back home via our partner NGOs, and
3. Treat critically ill Palestinian children in Israeli hospitals in cases where funding from the Palestinian Authority is not available.

Rozana works with partner organisations in the region. Our work is supported by private philanthropy, Trusts and Foundations. Rozana spends funds raised in an effective manner to deliver on our Mission. We recognise that there is a level of risk in relation to terrorist financing and this policy seeks to prevent any form of terrorism that might occur wherever possible.

This policy sets out Rozana's commitment to comply with Australian laws relating to counter terrorism and money laundering, through processes and policies that minimise the risk of support for terrorists and terrorist organisations, especially those on the UN Security Council's Consolidated List and the Australian Government's List of Terrorist Organisations.

The Australian government has enacted legislation consistent with a number of international counterterrorism and money laundering treaties designed to combat terrorism and money laundering. The relevant legislative mechanisms prohibiting activities in relation to individuals and organisations associated with terrorism and money laundering can be found in:

- Part 10.2 of the Criminal Code Act 1995
- Part 5.3 of the Criminal Code Act 1995 ('the Criminal Code'); and
- Part 4 of the Charter of United Nations Act 1945 ('the UN Charter Act')

The Criminal Code provides stringent penalties for, amongst other things, intentionally or recklessly 'getting funds to or from a terrorist organisation' (section 102.6), 'providing support to a terrorist organisation' (section 102.7) and 'financing terrorism' (section 103.1). [A list of 'terrorist organisations'](#) for the purposes of the Criminal Code is available on the National Security Australia website.

Under the UN Charter Act, it is an offence to "directly or indirectly make any asset available to a proscribed person or entity". An asset is very broadly defined as "asset of any kind, or property of any kind, whether tangible or intangible, movable or immovable". While the UN Charter Act applies less stringent penalties, it has a much broader application in the aid context due to its very wide definition of asset. [A list of proscribed persons and entities](#) is available from DFAT.

In addition, Rozana will check the following two lists to ensure it doesn't deal with any listed terrorist organisations and/or proscribed persons or entities.

- World Bank Listing of ineligible firms and individuals;
- Asian Development Bank Sanctions List.

Rozana is also committed to complying with laws in section 10.2 of the Criminal Code Act (Australian) that make it a criminal offence to receive or dispose of money or property that is "the proceeds of a crime or could become an instrument of crime"

### 3. PURPOSE

Rozana condemns all forms of violence including terrorism and activities related to terrorist financing in relation to its mission. Rozana is obligated to ensure that funds and resources sought from donors and the general public are used for their intended purpose, along with being honest and transparent, while being accountable to all stakeholders. This policy states our commitment to complying with ACFID's policy on Financial Wrongdoing and other relevant legislations on Counter Terrorism.

### 4. DEFINITIONS

Rozana Representatives – are all individuals and institutions who act on behalf of Rozana regardless of whether or not there is a formal legal agreement between them and Rozana. This includes, but is not limited to, all directors, employees, contractors, consultants, suppliers, advisors, volunteers, and implementing partners irrespective of which country their role is situated.

Under the "best endeavours" clause, Rozana has a positive obligation to act; in particular to ensure that it: a) knows the persons/organisations that it is directly assisting; b) confirms that the people/organisations it is directly assisting are not on either of the lists before funding is provided; and c) ensures that directly funded persons/organisations are aware of and comply with these laws.

**Counter terrorism:** the practice, techniques and strategy used to combat or prevent terrorism.

**Fraud:** dishonestly obtaining a benefit, or causing a loss, by deception or other means.

**Listed individuals or organisations:** any individual or organisation which appears on the following lists:

- The Consolidated List of all persons and entities subject to financial sanctions under Australian sanctions laws (updated regularly on the DFAT website), and
- Listed Terrorist Organisations under the Criminal Code (updated on Australian National Security website).

**Money laundering:** the process of concealing the origin, ownership or destination of illegally or dishonestly obtained money and hiding it within legitimate economic activities to make them appear legal.

**Terrorism:** acts or threats of violence intended to influence the policy of a government, either in Australia or overseas.

**Terrorism financing:** the financing of terrorist acts, and of terrorists and terrorists' organisations.

**Terrorist organisation:** any group of terrorists that commits, or attempts to commit, terrorist act by any means, directly or indirectly, unlawfully and wilfully.

Under the “best endeavours” clause, Rozana has a positive obligation to act; in particular to ensure that it:

- a) knows the persons/organisations that it is directly assisting;
- b) confirms that the people/organisations it is directly assisting are not on either of the lists before assistance is provided; and
- c) ensures that directly funded persons/organisations are aware of and comply with these laws.

## 5. POLICY AND POLICY PRINCIPLES

1. Australian Government legislation prohibits dealing with listed terrorist organisations and/or proscribed persons or entities. Rozana will at all times adopt measures intended to facilitate compliance with this legislation.
2. Rozana will confirm the identity, credentials and good standing of the people or organisations it supports and will check that these people or organisations are not on the lists maintained by the Australian Government.
3. Rozana will use its best endeavours to ensure that all activities (including those carried out by a partner or affiliate organisation delivering programs) comply with relevant Australian laws and regulations, including but not limited to:
  - a. Those in relation to the proscription against providing direct or indirect support or resources to organisations and individuals associated with terrorism, including 'terrorist organisations' as defined in Division 102 of the Criminal Code and listed in regulations under the Criminal Code and regulations made under the UN Chart Act; and

- b. Those in relation to corrupt practices, in particular the bribery of public and foreign officials.
4. Rozana will not knowingly remit any funds to known or suspected terrorist or criminal organisations or individuals.
5. Rozana will report any known or suspected terrorist or criminal links to the relevant national authority.
6. Rozana will use its best endeavours to ensure that overseas recipients of Rozana's funds will adopt policies and procedures that enable them to comply with relevant Australian anti-terrorist and money laundering legislation.

## 6. PROCEDURES

Rozana will check and document that its Representatives do not promote or have connections with identified terrorists or terrorist organisations (those on the Consolidated List or the List of Terrorist Organisations). Partners must know the identity, credentials and good standing of their partners and recipient organisations (i.e., what they do, where they operate, who are their key decision makers and staff).

1. Prior to signing any partnership agreement, MOU or funding, Rozana will check that the partner organization or their representatives do not promote or have connections with identified terrorists or terrorist organisations (i.e., the Australian Government & UN lists of terrorists and proscribed organisations). For large established public institutions, such as hospitals, prior to signing any Partnership Agreement or MOU, Rozana will review the organisations Counter Terrorism Policy and assess controls in place, including checks conducted of their partners, staff and suppliers against the Australian Government and UN lists of terrorists or terrorists organisations.
2. Rozana will only transmit funds using reputable banks and other financial institutions for this purpose and observing procedures defined in Rozana Financial Policy.
3. Rozana will apply internationally accepted accounting practices, verified by regular, independent audits. Counter terrorism procedures will be included within the Risk Management section of every in-country Project Plan document. Wherever possible, Rozana will ask for a commitment from its partners to practice these same standards.
4. Rozana will ensure that all in-country implementing partners, are aware of and understand their legal obligations in relation to counterterrorism and adopt measures to support compliance with this policy for all funds provided by Rozana.
5. Rozana will immediately withdraw all support, including provision of resources, if it has reason to believe that a project partner has breached the requirements of this policy.

6. All MOU, partnership or funding agreements will include wording that requires the recipient organisation to adopt policies and procedures consistent with Australian Government requirements.
7. Rozana will perform regular monitoring and evaluation of project and program activities to ensure funds are being used for the purposes they were approved and provided. Funding recipients are required to provide yearly detailed accounting reports showing how funds have been spent.
8. Where recipient organisations or individuals are found to be on the Australian Government or UN lists of terrorists and proscribed organisations, forwarding funds will cease as will all partnerships and DFAT and the Federal Police through the national security hotline (1800 123 400) will be informed immediately.
9. Rozana will to the best of its ability ensure that:
  - All reports of alleged instances of detected terrorist financing, sanctions violation and fraud as well as any detected terrorist activity, criminal activity or money laundering activity is reported to the Board.

## 7. ROLES AND RESPONSIBILITIES

The Rozana Australia CEO is tasked with the responsibility of monitoring this policy and overseeing the implementation and regular updating of the policy across the Rozana organisation.

The Rozana International COO will be responsible for checking all prospective partners against the listed individuals and organisations and documenting this check.

Rozana will ensure that all employees and volunteers uphold and operate in accordance with this policy.

## 8. REFERENCES / OTHER POLICIES

This policy must be read and understood in conjunction with other policies:

- Rozana Finance Manual
- Rozana Anti-Corruption and Anti-Fraud Policy
- Rozana Risk Management Framework
- Rozana Funding Acceptance Policy
- Rozana HR Manual
- Rozana Whistleblower Policy



## 9. DOCUMENT CONTROL INFORMATION

<b>Date</b>	<b>Version</b>	<b>Revised Description</b>	<b>Reviewed / Updated by</b>
April 2021	V1	Created	Board of Directors
26 August 2021	V2	Review of the policy in line with ACFID recommendations	Board of Directors
27 September 2023	V3	Role change: The Rozana International COO will be responsible for checking all prospective partners against the listed individuals and organisations and documenting this check.	Board of Directors