

# IFC SANCTIONS PROCEDURES

*As adopted by IFC as of January 2022*

## ARTICLE I

### INTRODUCTORY PROVISIONS

#### Section 1.01. Purpose of these Procedures.

These IFC Sanctions Procedures (the “***Procedures***”) set out the procedures to be followed in cases involving Sanctionable Practices:

- (a) in connection with IFC Projects;
- (b) on the basis of which the Director, Strategy Performance and Administration - Corporate Procurement (“SPA”) has determined, in accordance with the World Bank Vendor Eligibility Policy, that the Respondent is non-responsible;
- (c) arising from the violation of a Material Term of the Terms and Conditions of the Voluntary Disclosure Program;<sup>1</sup> and
- (d) arising from a violation on the provisions regarding confidentiality in Section 13.06 of these Procedures.

#### Section 1.02. Definitions and Interpretation.

##### (a) ***Defined Terms.***

As used in these Procedures, the following terms have the following meanings:

“***Affiliate***” means any legal or natural person that controls, is controlled by, or is under common control with, the Respondent, as determined by IFC.

“***Application***” has the meaning given to it in Section 9.03(c). “***Bank***” means IBRD and IDA.

“***Bank Evaluation Officer***” has the meaning given to it in the Bank Sanctions Procedures

“***Bank-Financed Project***” has the meaning given to it in the Bank Sanctions Procedures

“***Bank Private Sector Evaluation Officer***” has the meaning given to it in the World Bank Private Sector Sanctions Procedures.

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<sup>1</sup> For information regarding the voluntary disclosure program, please click [here](#).

**“Bank Private Sector Project”** has the meaning given to it in the World Bank Private Sector Sanctions Procedures.

**“Bank Private Sector Sanctions Procedures”** means the procedures set out in the document entitled *“World Bank Private Sector Sanctions Procedures”* as the same may be amended, supplemented or replaced from time to time.<sup>2</sup>

**“Bank Sanctions Procedures”** means the procedures set out in the document entitled *“World Bank Procedure on Sanctions Proceedings and Settlements in Bank Financed Projects”* as the same may be amended, supplemented or replaced from time to time.<sup>3</sup>

**“day”** means a calendar day, unless stated otherwise.

**“Effective Date”** has the meaning given to it in Section 13.01(a).

**“Explanation”** has the meaning given to it in Section 4.02(b).

**“SPA”** has the meaning given to it in Section 1.01(b).

**“IBRD”** means the International Bank for Reconstruction and Development.

**“IDA”** means the International Development Association.

**“IFC”** means the International Finance Corporation and includes the Asset Management Company.

**“IFC Anti-Corruption Guidelines”** means the IFC Anti-Corruption Guidelines attached hereto as Annex A, as the same may be amended, supplemented or replaced from time to time.

**“IFC Counterparty”** means, with respect to IFC Projects that are investment operations, a borrower, investee company or sponsor; and with respect to IFC Projects that are technical assistance and advisory services operations, a consultant or service provider.

**“IFC Evaluation Officer”** means the individual IFC staff member appointed by the President of IFC to act in the capacity as evaluation and suspension officer for cases governed by these Procedures.

**“IFC Internal Advisor”** means the IFC staff member serving as an internal advisor to the Sanctions Board as appointed, in accordance with the Terms of Reference attached hereto as Annex B, pursuant to section 8.02(b) of these Procedures<sup>4</sup>

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<sup>2</sup> For more information regarding the World Bank Private Sector Sanctions Procedures, [please click here](#).

<sup>3</sup> For more information regarding the World Bank Procedure: Sanctions Proceedings and Settlements in Bank Financed Projects, please click [here](#).

<sup>4</sup> The IFC Internal Advisor is understood to have the same meaning under Section II(m) of the WBG Policy: Statute of the Sanctions Board.

**“IFC Project”** means investment projects, advisory services, and other operations of IFC.

**“INT”** means the Integrity Vice Presidency of the World Bank Group and the **“Integrity Vice President”** means the head thereof.

**“Integrity Compliance Officer”** has the meaning given to it in Section 9.03(a).

**“Material Term”** has the meaning given to it in the VDP Terms and Conditions.

**“MIGA”** means the Multilateral Investment Guarantee Agency.

**“MIGA Evaluation Officer”** has the meaning given to it in the MIGA Sanctions Procedures.

**“MIGA Project”** has the meaning given to it in the MIGA Sanctions Procedures.

**“MIGA Sanctions Procedures”** means the procedures set out in the document entitled **“MIGA Sanctions Procedures”** as the same may be amended, supplemented or replaced from time to time.

**“Notice”** means a Notice of Sanctions Proceedings, a Notice of Temporary Suspension, or Notice of Successorship, as the case may be.

**“Notice of Sanctions Proceedings”** means the document containing INT’s accusations of one or more Sanctionable Practices issued by the IFC Evaluation Officer to a named entity or individual together with the sanction recommended by the IFC Evaluation Officer in accordance with Section 4.01.

**“Notice of Temporary Suspension”** means the document containing INT’s accusations of one or more Sanctionable Practices issued by the IFC Evaluation Officer to a named entity or individual in accordance with Section 2.01.

**“Panel”** has the meaning ascribed to it in the *“WBG Policy: Statute of the Sanctions Board”*.<sup>5</sup>

**“Preliminary Explanation”** has the meaning given to it in Section 2.03.

**“Procedures”** has the meaning given to it in Section 1.01.

**“Reply”** has the meaning given to it in Section 5.01(b).

**“Request for Temporary Suspension”** has the meaning given to it in Section 2.01(a).

**“Respondent”** means an IFC Counterparty alleged to have engaged in a Sanctionable Practice in connection with an IFC Project or any other entity or individual alleged to have engaged with that IFC Counterparty in a Sanctionable Practice in connection with such IFC Project and, in either case, who also has been designated as such in a Notice or in a

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<sup>5</sup> For more information regarding the WBG Policy: Statute of the Sanctions Board, please click [here](#).

settlement agreement. In cases involving more than one such entity or individual, the term **“Respondent”** as used herein refers, individually and collectively, to all such entities and individuals, as the context requires.

**“Response”** has the meaning given to it in Section 5.01(a).

**“Sanctionable Practice”** means: (i) with respect to any case under Section 1.01(a), a corrupt, fraudulent, coercive, collusive or obstructive practice, as such terms are defined in the IFC Anti-Corruption Guidelines under which such case is being brought; (ii) with respect to any case under Section 1.01(b), a corrupt, fraudulent, coercive, collusive or obstructive practice, as defined in the World Bank Vendor Eligibility Policy in connection with the World Bank Group’s corporate procurement; (iii) with respect to any case under Section 1.01(c), a violation of a Material Term, as defined in the VDP Terms and Conditions; and (iv) with respect to any case under Section 1.01(d), a violation of Section 13.06 of these Procedures.

**“Sanctions Board”** means the World Bank Group Sanctions Board, and **“Sanctions Board Chair”** means the person acting in the capacity as chair of the said board. In respect of cases where the Sanctions Board Chair has convened a panel pursuant to Articles VII or VIII of the Sanctions Board Statute, and unless the context otherwise requires, the term **“Sanctions Board”** means the Sanctions Board Panel so convened, and **“Sanctions Board Chair”** means the chair of the said panel.

**“Sanctions Board Statute”** means the *WBG Policy: Statute of the Sanctions Board*, as the same may be from time to time amended, updated, supplemented or replaced in accordance with its terms.

**“Statement of Accusations and Evidence”** has the meaning given to it in Section 2.01(a).

**“Successor”** means an entity that continues to carry out a significant part of the business operations of the sanctioned entity.

**“Sufficient Evidence”** means evidence sufficient to support a reasonable belief, taking into consideration all relevant factors and circumstances, that it is more likely than not that the Respondent has engaged in a Sanctionable Practice.

**“VDP”** or **“Voluntary Disclosure Program”** means the World Bank Group’s voluntary disclosure program endorsed by the Executive Directors on August 1, 2006, as the same may be modified from time to time, or any successor program.

**“VDP Terms and Conditions”** means the document entitled *“Voluntary Disclosure Program Terms & Conditions”* as the same may be amended, supplemented or replaced from time to time, setting out the terms and conditions of the Voluntary Disclosure Program.<sup>6</sup>

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<sup>6</sup> For more information regarding the Voluntary Disclosure Program Terms & Conditions, [please click here](#).

**“World Bank Group”** or **“WBG”** means, collectively, IBRD, IDA, IFC and MIGA, but does not include the International Centre for the Settlement of Investment Disputes (“ICSID”).

**“World Bank Vendor Eligibility Policy”** means the policy so denominated in Annex B of the *“World Bank Group Directive, Corporate Procurement Policy and Procedures Manual”*, dated 16 November 2017, as amended, supplemented or otherwise revised from time to time, or any similar instrument which may replace such policy, under which a case may be brought in accordance with these Procedures.<sup>7</sup>

(b) **Interpretation.**

- (i) **Use of Terms.** Unless the context otherwise requires, any term used in these Procedures in the singular includes the plural, and the plural includes the singular; pronouns of a particular gender include the other gender.
- (ii) **References and Headings.** The headings of articles, sections and sub-sections of these Procedures are for ease of reference only and do not constitute interpretations of the text hereof. Unless otherwise expressly indicated, references in these Procedures to articles, sections or sub-sections refer to articles, sections or sub-sections hereof.
- (iii) **Questions as to Proper Interpretation.** These Procedures shall be interpreted and applied in accordance with the IFC Anti-Corruption Guidelines. If any question arises as to the proper interpretation of any provision of these Procedures or the IFC Anti-Corruption Guidelines, the IFC Evaluation Officer or the Sanctions Board may consult with the IFC’s General Counsel for advice.
- (iv) **Actions by IFC.** Whenever in these Procedures it is stipulated that an action or decision is to be taken by IFC, it is understood that such action or decision shall be taken by the appropriate officer(s) of IFC in accordance with its internal policies, practices and procedures.

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<sup>7</sup> For more information regarding the World Bank Group Directive: Corporate Procurement Policy and Procedures Manual, Tenth Edition (Revised), please click [here](#).

## ARTICLE II

### TEMPORARY SUSPENSION PRIOR TO SANCTIONS PROCEEDINGS

#### Section 2.01. Issuance of a Notice of Temporary Suspension.

- (a) ***Submission by INT.*** If, before INT concludes an investigation, the Integrity Vice President believes that there is sufficient evidence to support a finding of a Sanctionable Practice against a Respondent and that it is highly likely that the investigation will be successfully concluded and a statement of accusations and evidence (the “***Statement of Accusations and Evidence***”) will be presented to the IFC Evaluation Officer within a maximum period of one year, INT may present to the IFC Evaluation Officer a request for temporary suspension consisting of the elements cited in Section 3.01(b), *mutatis mutandis* (the “***Request for Temporary Suspension***”). INT shall accompany any such Request for Temporary Suspension with a description of the current progress of the ongoing investigation, including any evidence that remains to be gathered, together with a good faith estimate of the time required to complete its investigation and present a Statement of Accusations and Evidence to the IFC Evaluation Officer in accordance with Section 3.01, which may not exceed one year. INT shall further represent to the IFC Evaluation Officer that the investigation is being pursued with due diligence and dispatch.
- (b) ***Contents of a Notice of Temporary Suspension.*** A Notice of Temporary Suspension shall contain the elements cited in Section 4.01(b)(ii) through (iv).
- (c) ***Issuance of the Notice of Temporary Suspension.*** If the IFC Evaluation Officer determines that:
- (i) there is sufficient evidence to support a finding that the Respondent has engaged in a Sanctionable Practice; and
  - (ii) had the accusations been included in a Statement of Accusations and Evidence, the IFC Evaluation Officer would recommend, as an appropriate sanction for such Sanctionable Practice, debarment for a minimum period of no less than two years;
- then, the IFC Evaluation Officer shall issue the Notice of Temporary Suspension to the Respondent.<sup>8</sup>
- (d) ***Withholding of Certain Evidence.*** The IFC Evaluation Officer may, in his or her discretion and upon request by INT, withhold from the Respondent particular materials submitted in evidence upon a showing by INT that there is a reasonable basis to conclude that: (i) the disclosure of such evidence would have a material adverse effect on the investigation; and (ii) the Respondent would retain the ability to mount a meaningful response to the accusations against it notwithstanding the withholding of such evidence. The IFC Evaluation Officer shall

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<sup>8</sup> The IFC Evaluation Officer’s issuance of a Notice of Temporary Suspension shall be subject to the statute of limitations set out in Section 4.01(d), with the term “Statement of Accusations and Evidence” in said section being read so as to refer to the “Request for Temporary Suspension”.

inform INT of his or her decision and allow INT an opportunity to request the withdrawal of the Request for Temporary Suspension if the IFC Evaluation Officer determines that such materials should not be withheld.

## **Section 2.02. Effect of Temporary Suspension.**

Upon issuance of the Notice of Temporary Suspension by the IFC Evaluation Officer, the Respondent<sup>9</sup> shall be temporarily suspended from eligibility to become an IFC Counterparty in any new IFC Project, with the same effect as if it had been debarred under Section 9.01(c) below. The provisions of Sections 4.02(d) and 4.02(e) shall apply to temporary suspensions under this Article II.

## **Section 2.03. Respondent's Explanation in Opposition to Temporary Suspension.**

Within thirty (30) days after the date of delivery of the Notice of Temporary Suspension, the Respondent may explain in writing to the IFC Evaluation Officer why Respondent believes that, notwithstanding the evidence set forth in the Notice of Temporary Suspension, such Notice should be withdrawn (the "*Preliminary Explanation*"). Within thirty (30) days after receipt by the IFC Evaluation Officer of the Preliminary Explanation and upon consideration of the arguments and evidence presented therein, the IFC Evaluation Officer may decide to withdraw the Notice upon concluding that there is manifest error or other clear basis for supporting a finding of insufficiency of evidence against the Respondent.

## **Section 2.04. Duration.**

- (a) ***Initial Duration and Extension.*** A temporary suspension under this Article II shall have an initial duration of six (6) months. Not later than five (5) months after the commencement of the temporary suspension, INT may request an extension thereof, for a further period not exceeding six (6) months, by submitting to the IFC Evaluation Officer: (i) a description of the current progress of the ongoing investigation, including any evidence that remains to be gathered, together with a good faith estimate of the time required to complete its investigation; and (ii) a representation that the investigation of the Respondent is still ongoing and is being pursued with due diligence and dispatch. The IFC Evaluation Officer shall inform the Respondent of any such extension not later than the last day of the initial period of suspension.
- (b) ***Extension Pending Final Outcome of Sanctions Proceedings.*** Upon submission of a Statement of Accusations and Evidence to the IFC Evaluation Officer under Section 3.01(b), a temporary suspension under this Article II shall be automatically extended pending the final outcome of sanctions proceedings, subject to the operation of Section 4.02.
- (c) ***Expiration.*** If a Statement of Accusations and Evidence is not submitted to the IFC Evaluation Officer prior to the end of the period of temporary suspension under this Article II, the suspension shall automatically expire.

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<sup>9</sup> Any Affiliates, of the Respondent for which the IFC Evaluation Officer would recommend as an appropriate sanction a minimum period of debarment of no less than two years shall likewise be subject to temporary suspension.

- (d) **Early Termination.** The IFC Evaluation Officer may, at any time during the period of temporary suspension, terminate the temporary suspension if the IFC Evaluation Officer determines, based on information which comes to the attention of the IFC Evaluation Officer, that there was a manifest error in the Notice of Temporary Suspension or other clear basis for termination. To this end, at all times during the period of temporary suspension, INT shall present to the IFC Evaluation Officer any exculpatory evidence that comes to light in the course of its investigation that bears upon the basis of the temporary suspension. The IFC Evaluation Officer shall promptly notify the Respondent, the Sanctions Board Chair, and the Integrity Vice President of such termination and the reasons therefor.

## **ARTICLE III**

### **REFERRALS TO THE IFC EVALUATION OFFICER**

#### **Section 3.01. Referrals to the IFC Evaluation Officer.**

- (a) INT may seek to initiate sanctions proceedings, if:
- (i) as a result of an investigation by INT, the Integrity Vice President believes that there is sufficient evidence to support a finding of one or more Sanctionable Practices in connection with an IFC Project;
  - (ii) after a determination by the Managing Director and WBG Chief Administrative Officer of non-responsibility based on a Sanctionable Practice in connection with the World Bank Group's corporate procurement, the Integrity Vice President believes that sanctions proceedings are appropriate; or
  - (iii) the Integrity Vice President makes a preliminary determination that a Material Term of the VDP Terms and Conditions has been violated by a VDP participant.
- (b) In order to initiate sanctions proceedings, INT shall submit to the IFC Evaluation Officer a Statement of Accusations and Evidence including:
- (i) INT's specific accusations of Sanctionable Practices;
  - (ii) INT's designation of each Respondent alleged to have engaged in such practices, as well as each Affiliate, proposed to be sanctioned in accordance with Section 9.04;
  - (iii) INT's summary of the facts constituting the Sanctionable Practice and the grounds for sanctioning any designated Affiliates; and
  - (iv) the evidence in support of its accusations, together with any exculpatory or mitigating evidence, as required by Section 3.02.

#### **Section 3.02. Disclosures of Exculpatory or Mitigating Evidence.**

In submitting a Statement of Accusations and Evidence to the IFC Evaluation Officer, INT shall present all relevant evidence in INT's possession that would reasonably tend to exculpate the Respondent or mitigate the Respondent's culpability. If any such evidence comes into INT's possession subsequently, such evidence shall be disclosed by written submission to the IFC Evaluation Officer or Sanctions Board, as the case may be.

## ARTICLE IV

### COMMENCEMENT OF PROCEEDINGS

#### Section 4.01. Issuance of Notice of Sanctions Proceedings.

- (a) ***Issuance of Notice.*** The IFC Evaluation Officer shall review the Statement of Accusations and Evidence and shall determine whether sanctions proceedings are appropriate. The review shall take into account whether there is sufficient evidence to support a finding that the Respondent engaged in the alleged Sanctionable Practice and any other considerations that the IFC Evaluation Officer regards as relevant to the proceedings, including the likelihood of recovery on IFC's loan or investment. The IFC Evaluation Officer may, in his/her discretion, consult with the Respondent, as needed, in the process of making such determination. If the IFC Evaluation Officer determines that sanctions proceedings are appropriate, the IFC Evaluation Officer shall issue a Notice of Sanctions Proceedings to the Respondent (the "*Notice of Sanctions Proceedings*"), with copies to the Sanctions Board Chair and the Integrity Vice President.
- (b) The Notice shall:
- (i) set out the sanction(s) recommended by the IFC Evaluation Officer in accordance with Section 4.01(c);
  - (ii) if applicable, inform the Respondent of its temporary suspension and the manner in which it may provide an Explanation as such term is defined in Section 4.02(b);
  - (iii) inform the Respondent of the manner in which it may contest the accusations and/or the recommended sanction<sup>10</sup> in the Notice;
  - (iv) append the Statement of Accusations and Evidence, together with copies of these Procedures and the Sanctions Board Statute, as in effect at the time of issuance of the Notice.
- (c) ***Recommendation of Appropriate Sanction.*** The IFC Evaluation Officer shall recommend in the Notice an appropriate sanction to be imposed on each Respondent, selected from the range of possible sanctions identified in Section 9.01 of these Procedures with due consideration of

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<sup>10</sup> The Respondent may not contest the recommended sanction in a case involving a violation of a Material Term of the VDP Terms and Conditions.

the factors in Section 9.02.<sup>11</sup> The IFC Evaluation Officer may also recommend the imposition of sanctions on Affiliates, of the Respondent in accordance with Section 9.04(b).

- (d) ***Statute of Limitations.*** Notwithstanding the foregoing, the IFC Evaluation Officer shall close the matter and shall notify the Integrity Vice President thereof if the accusations in the Statement of Accusations and Evidence pertain to a Sanctionable Practice that took place more than ten (10) years prior to the date on which the Statement of Accusations and Evidence was submitted to the IFC Evaluation Officer.<sup>12</sup>

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<sup>11</sup> In a case involving a violation of a Material Term of the VDP Terms and Conditions, the sanction is a mandatory ten-(10) year debarment.

<sup>12</sup> The date of a Sanctionable Practice shall be deemed to be the date on which the last constituent act or element of the Sanctionable Practice occurred. For cases involving alleged violations of a Material Term of the VDP Terms and Conditions, the IFC Evaluation Officer shall close the matter and shall notify the Integrity Vice President accordingly if the Statement of Accusations and Evidence pertains to VDP Terms and Conditions which terminated more than ten (10) years prior to the date on which the Statement of Accusations and Evidence was submitted to the IFC Evaluation Officer.

## Section 4.02. Temporary Suspension.

- (a) ***Effect of Temporary Suspension.*** In cases where the IFC Evaluation Officer recommends a sanction, including a minimum period of debarment exceeding six (6) months, the Respondent,<sup>13</sup> effective from the date of issuance of the Notice until the date of the final outcome of the sanctions proceedings, shall be temporarily suspended from eligibility to become an IFC Counterparty in any new IFC Project, with the same effect as if it had been debarred under Section 9.01(c) below.<sup>14</sup>
- (b) ***Respondent's Explanation.*** Within thirty (30) days after delivery of the Notice, the Respondent may provide a written explanation (the “***Explanation***”) to the IFC Evaluation Officer as to why the Notice should be withdrawn or the recommended sanction revised by the IFC Evaluation Officer pursuant to Section 4.03. The Explanation shall consist of a single document not exceeding twenty (20) single-sided pages, unless the IFC Evaluation Officer approves a longer submission, and shall present arguments by the Respondent and attach any credible evidence in support thereof. The provisions of Sections 5.02(a) and (b) and Section 5.03 shall apply, *mutatis mutandis*, to the Explanation.<sup>15</sup> The IFC Evaluation Officer shall provide the Integrity Vice President and the Secretary to the Sanctions Board with a copy of any Explanation received.
- (c) ***Termination of Temporary Suspension.*** Within thirty (30) days after receipt of the Explanation, and upon consideration of the arguments and evidence presented therein, the IFC Evaluation Officer may decide to terminate the temporary suspension. The IFC Evaluation Officer shall promptly notify the Respondent, the Sanctions Board Chair and the Integrity Vice President of such termination and the reasons therefor.
- (d) ***Application of Temporary Suspension to other World Bank Group Operations.*** Temporary suspensions imposed by the IFC Evaluation Officer shall apply to the operations of MIGA, and to Bank-Financed Projects and Bank Private Sector Projects, in each case with the same effect as a temporary suspension as provided for under the MIGA Sanctions Procedures, the Bank Sanctions Procedures and the Bank Private Sector Sanctions Procedures, respectively. A temporary suspension imposed by the MIGA Evaluation Officer, the Bank Evaluation Officer or the Bank Private Sector Evaluation Officer shall apply in respect of IFC Projects in the same way as if such temporary suspension had been made by the IFC Evaluation Officer in accordance with these Procedures.

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<sup>13</sup> Any Affiliates of the Respondent for which the IFC Evaluation Officer recommends a sanction, including a minimum period of debarment exceeding six (6) months, shall likewise be subject to temporary suspension.

<sup>14</sup> The temporary suspension shall not apply to a case involving an alleged violation of a Material Term of the VDP Terms and Conditions. However, in lieu of an Explanation, the Respondent may provide the IFC Evaluation Officer with the reasons it believes that the IFC Evaluation Officer should withdraw the Notice.

<sup>15</sup> For the purposes of this Section 4.02(b), references to the “Sanctions Board” or “Sanctions Board Chair” in Sections 5.02(a) and (b) or in Section 5.03 shall be deemed references to the “IFC Evaluation Officer” and the reference in Section 5.03 to “Response” shall be deemed a reference to the “Explanation”.

- (e) ***Posting of Temporary Suspensions.*** Temporary suspensions shall be posted on the Bank's Client Connection website.

#### **Section 4.03. Other Actions Subsequent to Submission of an Explanation.**

- (a) ***Withdrawal of Notice; Revision of Recommended Sanction.*** Within thirty (30) days after the date of the submission of an Explanation, the IFC Evaluation Officer may:
- (i) withdraw the Notice upon concluding that there is insufficient evidence to support a finding that the Respondent engaged in a Sanctionable Practice; or
  - (ii) revise the recommended sanction in light of evidence or arguments as to mitigating factors presented by the Respondent.
- (b) ***Notice of Closure of Proceedings.*** The IFC Evaluation Officer shall notify the Respondent, the Integrity Vice President, the Sanctions Board Chair and the Secretary to the Sanctions Board of a withdrawal or revision pursuant to Section 4.03(a) and the reasons therefor. In the case of a withdrawal, the proceedings shall be closed.
- (c) ***Resubmission of Notice.*** In the event a Notice is withdrawn under Section 4.03(a), INT may submit a revised Statement of Accusations and Evidence on the basis of additional information not contained in the original Notice, in which case the matter shall proceed in accordance with the procedures set forth in this Article IV.

#### **Section 4.04. Sanctions in Uncontested Proceedings.**

If the Respondent does not contest the accusations or the sanction recommended<sup>16</sup> by the IFC Evaluation Officer in the Notice within ninety (90) days after the delivery of the Notice in accordance with Section 5.01(a), the sanction(s) recommended by the IFC Evaluation Officer in the Notice shall enter immediately into force. The IFC Evaluation Officer shall promptly notify the Respondent, the Secretary to the Sanctions Board and the Integrity Vice President thereof.

### **ARTICLE V**

#### **REFERRAL TO THE SANCTIONS BOARD**

##### **Section 5.01. Written Submissions to the Sanctions Board.**

- (a) ***Respondent's Response to Notice of Sanctions Proceedings.*** Within ninety (90) days after the delivery of the Notice, the Respondent may contest the case by submitting to the Sanctions Board, through the Secretary to the Sanctions Board, a written response to the accusations

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<sup>16</sup> For cases involving the alleged violation of a Material Term of the VDP Terms and Conditions, the mandatory sanction is a ten-(10) year debarment.

and/or the recommended sanction contained in the Notice (the “**Response**”), including written arguments and evidence. The Secretary to the Sanctions Board shall notify the Sanctions Board Chair, the IFC Evaluation Officer and the Integrity Vice President of the receipt of such Response, together with a copy thereof, and the matter shall be referred to the Sanctions Board for its review and decision pursuant to the Sanctions Board Statute and these Procedures.

- (b) **INT’s Reply in Support of the Notice of Sanctions Proceedings.** Within thirty (30) days after the Secretary to the Sanctions Board delivers the Response to INT, INT may submit to the Sanctions Board, through the Secretary, a written reply to the arguments and evidence contained in the Response (the “**Reply**”).
- (c) **Submission of Additional Materials.** In the event that additional material evidence becomes available to INT or to the Respondent after the applicable deadlines for the submission of written materials have passed, but prior to the conclusion of any hearing to be held on the matter, the Sanctions Board Chair may, as a matter of discretion, authorize such additional evidence to be submitted, together with a brief argument predicated upon such evidence. The Sanctions Board Chair may also authorize either INT or the Respondent to submit, within a reasonable timeframe, additional arguments and evidence in response to the evidence and arguments contained in the additional materials presented by the other party. The Secretary to the Sanctions Board shall provide the other party to the proceeding, whether INT or the Respondent, with a copy of any such additional materials.

#### **Section 5.02. Formal Requirements for Written Submissions.**

- (a) **Language.** All written materials submitted to the Sanctions Board shall be submitted in English, except that exhibits shall be in the original language with the pertinent parts translated into English. The Sanctions Board Chair may require, either *sua sponte* or on request by the other party to the proceeding, that such other parts or the entirety of an exhibit be translated into English, as the Sanctions Board Chair may deem appropriate.
- (b) **Extensions of Time Periods for Filing Submissions.** Upon request by INT or the Respondent, a reasonable extension of any time period for the filing of submissions may be granted, as a matter of discretion, by the Sanctions Board Chair, by notice to both parties.
- (c) **Length.** The Sanctions Board Chair shall set reasonable limits for the length of written submissions to the Sanctions Board.

#### **Section 5.03. Admissions of Culpability.**

In its Response, the Respondent may admit all or part of any accusation set forth in the Notice. The Respondent may also present evidence and arguments of mitigating circumstances<sup>17</sup> or other facts relevant to the decision of the Sanctions Board concerning an appropriate sanction.

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<sup>17</sup> Except for a case involving a violation of a Material Term of the VDP Terms and Conditions, where the sanction is a mandatory ten-(10) year debarment.

Such evidence and arguments shall be submitted in accordance with the schedule for written submissions set forth in these Procedures.

#### **Section 5.04. Distribution of Written Materials.**

- (a) ***Distribution of Materials to INT and the Respondent.*** The Secretary to the Sanctions Board shall provide to INT and the relevant Respondent, in a timely manner, copies of all written submissions and evidence, and any other materials received or issued by the Sanctions Board relating to the proceedings against said Respondent not previously provided by the IFC Evaluation Officer, except as otherwise provided in this Section 5.04.
- (b) ***Distribution of Materials to Other Respondents in Sanctions Proceedings.*** The Secretary to the Sanctions Board may, at any time and upon approval of the Sanctions Board, make materials relating to sanctions proceedings against a particular Respondent available to other Respondents in sanctions proceedings involving related accusations, facts or matters.<sup>18</sup> In determining whether to approve the disclosure of such materials, the Sanctions Board shall consider, among other factors, the standard for withholding sensitive materials set forth in Section 5.04(c).
- (c) ***Distribution of Sensitive Materials.*** The Sanctions Board may, in its discretion and upon request by INT, agree to the withholding of particular evidence submitted to the IFC Evaluation Officer or the Sanctions Board upon a determination that there is a reasonable basis to conclude that revealing the particular evidence might endanger the life, health, safety or well-being of a person or constitute a violation of any undertaking by the World Bank Group in favor of a VDP participant. In the event that the Sanctions Board denies INT's request, INT shall have the option to withdraw such evidence from the record or to request the withdrawal of the Notice.
- (d) ***Redaction of Materials.*** Notwithstanding the provisions of paragraphs (a) and (b) above, INT, in its sole discretion, may redact particular parts or pieces of evidence presented to the Respondent or the Sanctions Board, by: (i) removing references to World Bank Group staff; and (ii) removing references to other third parties (together with other material that would permit such third parties to be identified), in cases where the identity of such parties is either not relevant or not germane to the case. The Respondent may challenge such redaction in its Response under Section 5.01(a), in which case the Sanctions Board shall review the unredacted version of such evidence to determine whether the redacted information is necessary to enable the Respondent to mount a meaningful response to the allegations against it. In the event that the Sanctions Board determines that the redacted information is necessary, the unredacted version of the evidence in question will be made available to the Respondent in accordance with paragraph (e) below, and the Respondent shall be afforded an opportunity to comment thereon in an additional submission under Section 5.01(c).

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<sup>18</sup> For the avoidance of doubt, materials subject to disclosure under Section 5.04(b) do not include settlement agreements entered into under Article XI or any related materials.

- (e) ***In Camera Review of Certain Materials.*** Upon request by INT, the Sanctions Board may provide that certain pieces of evidence be made available to the Respondent solely for review at a designated Bank or IFC country office or such other place as the Sanctions Board Chair may designate for such purpose. The Respondent may request the Sanctions Board Chair, in consultation with INT, to designate another place upon a showing that review at such location would present an undue burden. Such materials shall be available for review during normal business hours, for as long as the Respondent may reasonably request, but the Respondent shall not be authorized to make copies of such materials.

## **ARTICLE VI**

### **HEARINGS**

#### **Section 6.01. Applications for a Hearing.**

Upon request by the Respondent in its Response or by INT in its Reply, or upon a decision by the Sanctions Board Chair, the Sanctions Board will hold a hearing on the accusations against the Respondent. The Secretary to the Sanctions Board, after consulting with the Sanctions Board Chair, shall provide the Respondent and the Integrity Vice President reasonable notice of the date, time and location of the hearing. If no hearing is held, the Sanctions Board shall review the case and render its decision on the basis of the existing record, in accordance with Section 8.02(a).

#### **Section 6.02. Representation at Hearings.**

INT shall be represented in a sanctions proceeding by one or more representatives who may or may not be employees of the World Bank Group. A Respondent may be self-represented or represented by an attorney or any other individual authorized by the Respondent, at the Respondent's own expense.

#### **Section 6.03. Conduct of Hearings.**

- (a) ***Attendance.*** The representatives of INT, the Respondent and the Respondent's representatives may be present throughout the hearing. The hearing shall remain confidential and shall not be open or available to the public. Neither the representatives of INT nor the Respondent nor the Respondent's representative shall be present for, or participate in, the deliberations of the Sanctions Board.
- (b) ***Presentations by the Parties.*** Presentations to the Sanctions Board shall be subject to the following rules:
- (i) ***Order.*** INT shall present its case first. The Respondent or the Respondent's representative shall present the Respondent's case second. INT shall be permitted to reply to the Respondent's case.

- (ii) *Length.* The Sanctions Board shall set a reasonable period of time for each presentation.
  - (iii) *Form.* Presentations shall be informal. They shall be limited to arguments and evidence contained in the written submissions filed with the IFC Evaluation Officer and/or the Sanctions Board, and may rely upon or refute individual items of evidence.
  - (iv) *Live Testimony.* No live witness testimony shall be taken, except that one or more witnesses may be called and questioned by the members of the Sanctions Board only. The Respondent, or its authorized representative, may make a statement during the hearing. There shall be no cross-examination, although rebuttal evidence may be presented during the hearing.
  - (v) *Matters Relating to the Sanction.* INT and the Respondent may present evidence of mitigating or aggravating factors relating to the appropriateness of a particular sanction.<sup>19</sup>
- (c) ***Response to Questions.*** The representative of INT and the Respondent or the Respondent's representative shall be subject to questions by the members of the Sanctions Board. A party's refusal to answer, or failure to answer truthfully or credibly, may be construed against that party.

## **ARTICLE VII**

### **EVIDENCE**

#### **Section 7.01. Forms of Evidence.**

Any kind of evidence may form the basis of arguments presented in a sanctions proceeding and conclusions reached by the IFC Evaluation Officer or the Sanctions Board. The IFC Evaluation Officer and the Sanctions Board shall have discretion to determine the relevance, materiality, weight and sufficiency of all evidence offered. Hearsay evidence or documentary evidence shall be given the weight deemed appropriate by the IFC Evaluation Officer or the Sanctions Board. Without limiting the generality of the foregoing, the IFC Evaluation Officer and the Sanctions Board shall have the discretion to infer purpose, intent, and/or knowledge on the part of the Respondent, or any other party, from circumstantial evidence. Formal rules of evidence shall not apply.

#### **Section 7.02. Privileged Materials.**

Communications between an attorney, or a person acting at the direction of an attorney, and a client for the purpose of providing or receiving legal advice, and writings reflecting the mental

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<sup>19</sup> Except in a case involving a violation of a Material Term of the VDP Terms and Conditions, where the sanction is a mandatory ten-(10) year debarment.

impressions, opinions, conclusions, or legal theories of an attorney in connection with a legal representation shall be privileged and exempt from disclosure.

### **Section 7.03. No Discovery.**

Except as expressly provided for in these Procedures, the Respondent shall have no right to review or obtain any information or documents in the IFC's possession.

## **ARTICLE VIII**

### **DECISIONS BY THE SANCTIONS BOARD**

#### **Section 8.01. Sanctions Board Decisions.**

The Sanctions Board shall determine, based on the record, whether or not it is more likely than not that the Respondent engaged in one or more Sanctionable Practices; and

- (a) if the Sanctions Board determines that it is not more likely than not that the Respondent engaged in a Sanctionable Practice, the proceedings shall be terminated;<sup>20</sup> or
- (b) if the Sanctions Board determines that it is more likely than not that the Respondent engaged in one or more Sanctionable Practices, it shall impose an appropriate sanction or sanctions on the Respondent, which sanction(s) shall be selected from the range of possible sanctions identified in Section 9.01. In determining the appropriate sanction(s), the Sanctions Board shall not be bound by the recommendation of the IFC Evaluation Officer.

In either case, the Sanctions Board shall issue a written decision setting forth a recitation of the relevant facts, its determination as to the culpability of the Respondent, any sanction to be imposed on the Respondent and its Affiliates and the reasons therefor.

#### **Section 8.02. Determinations by the Sanctions Board.**

- (a) ***Record as Sole Basis for Determinations.*** The review and deliberation of the Sanctions Board shall be restricted to the record consisting of the Notice, the Explanation (if any), the Response, the Reply, all other related written submissions of arguments and evidence, and all arguments presented at any hearing before the Sanctions Board. The record shall be confidential and not be available to the public.
- (b) ***Role of the IFC Internal Advisor.*** To assist the Sanctions Board in making determinations and decisions, the IFC Executive Vice-President shall appoint to the Sanctions Board an IFC staff member to serve as an IFC Internal Advisor who shall provide informed and impartial advice

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<sup>20</sup> At any time thereafter, however, subject to the time limits set forth in Section 4.01(d), INT may submit an amended Statement of Accusations and Evidence to the IFC Evaluation Officer in accordance with Section 3.01, if evidence not available at the time of submission of the Statement of Accusations and Evidence is subsequently received or obtained by INT.

to the Sanctions Board to assist it in making determinations and decisions, and in so doing, s/he does not represent the interests of IFC. The IFC Internal Advisor's advice may include whether sufficient evidence exists to establish that it is more likely than not that the Respondent engaged in a Sanctionable Practice and/or any other matters relevant to the IFC Case. In the course of providing advice, the IFC Internal Advisor, acting within the scope of his/her responsibilities set forth in Annex B attached hereto, shall apply his/her knowledge of, and experience with, IFC operations and products and private sector business to his/her evaluation of IFC Cases, and shall act in a transparent manner and consistent with due process in accordance with Article V of the Sanctions Board Statute. INT and the Respondent will have full opportunity to review the advice of the IFC Internal Advisor and will also have the opportunity to respond to such advice, directly to the Sanctions Board. The IFC Internal Advisor, however, will not be subject to examination or direct questioning by INT or the Respondent.<sup>21</sup>

**(c) *Standard and Burden of Proof.***

- (i) *Standard of Proof.* The Sanctions Board shall determine whether the evidence presented by INT, as contested by the Respondent, supports the conclusion that it is more likely than not that the Respondent engaged in a Sanctionable Practice. “***More likely than not***” means that, upon consideration of all the relevant evidence, a preponderance of the evidence supports a finding that the Respondent engaged in a Sanctionable Practice.
- (ii) *Burden of Proof.* INT shall have the burden of proof to present evidence sufficient to establish that it is more likely than not that the Respondent engaged in a Sanctionable Practice in an IFC Project. Upon such a showing by INT, the burden of proof shall shift to the Respondent to demonstrate that it is more likely than not that the Respondent's conduct did not amount to a Sanctionable Practice.

**Section 8.03. Entry into Force and Final Nature of Sanctions Board Decisions.**

The decision of the Sanctions Board shall be final and without appeal, and shall be binding on the parties to the proceedings. The decision shall take effect immediately.

## **ARTICLE IX**

### **SANCTIONS**

**Section 9.01. Range of Possible Sanctions.**

- (a) ***Reprimand.*** The sanctioned party is reprimanded in the form of a formal “Letter of Reprimand” of the sanctioned party's conduct.

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<sup>21</sup> IFC Sanctions Procedure §6.03(a).

- (b) ***Conditional Non-Debarment.*** The sanctioned party is required to comply with certain remedial, preventative or other conditions as a condition to avoid debarment from World Bank Group projects. Conditions may include (but are not limited to) verifiable actions taken to improve business governance, including the adoption or, improvement and implementation of, an integrity compliance program, restitution and/or disciplinary action against or reassignment of employees.
- (c) ***Debarment.*** The sanctioned party is declared ineligible, either indefinitely or for a stated period of time, as the IFC Evaluation Officer or the Sanctions Board (as the case may be) deems appropriate under the circumstances, to become an IFC Counterparty in any new IFC Project. For cases involving a violation of a Material Term of the VDP Terms and Conditions, the sanctioned party shall be declared ineligible to become an IFC Counterparty for a period of ten (10) years.

Debarment imposed by the IFC Evaluation Officer or the Sanctions Board, as the case may be, shall apply to the operations of MIGA, and to Bank-Financed Projects and Bank Private Sector Projects, in each case with the same effect as a debarment as provided for under the MIGA Sanctions Procedures, the Bank Sanctions Procedures and the Bank Private Sector Sanctions Procedures, respectively. Debarment arising out of a MIGA Project, Bank-Financed Project or Bank Private Sector Project shall render the sanctioned party ineligible to become an IFC Counterparty in any new IFC Project.

- (d) ***Debarment with Conditional Release.*** The sanctioned party is subject to ineligibility as outlined in Section 9.01(c) and is released from debarment only if the sanctioned party demonstrates compliance with certain remedial, preventative or other conditions for release, after a minimum period of debarment. Conditions may include (but are not limited to) verifiable actions taken to improve business governance, including the adoption or improvement and implementation of an integrity compliance program, restitution and/or disciplinary action against, or reassignment of, employees. Debarment with conditional release shall also result in extension across the operations of the World Bank Group as outlined in Section 9.01(c).
- (e) ***Restitution or Remedy.*** The sanctioned party is required to make restitution to a party or parties, or take actions to remedy the harm done by its misconduct.

## **Section 9.02 Factors Affecting the Sanction Decision.**

Except for cases involving violation of a Material Term of the VDP Terms and Conditions for which there is a mandatory ten-(10) year debarment, the IFC Evaluation Officer or the Sanctions Board, as the case may be, shall consider the following factors in determining an appropriate sanction:

- (a) the severity of the misconduct;
- (b) the magnitude of the harm caused by the misconduct;

- (c) interference by the sanctioned party in the World Bank Group's investigation;
- (d) the sanctioned party's past history of misconduct as adjudicated by the World Bank Group or by another multilateral development bank in cases governed by Article XII;
- (e) mitigating circumstances, including where the sanctioned party played a minor role in the misconduct, took voluntary corrective action or cooperated in the investigation or resolution of the case, including through settlement under Article XI;
- (f) breach of the confidentiality of the sanctions proceedings as provided for in Section 13.06;
- (g) in cases brought under Section 1.01(b) following a determination of non-responsibility, the period of ineligibility decided by the Director, SPA;
- (h) the period of temporary suspension already served by the sanctioned party; and
- (i) any other factor that the IFC Evaluation Officer, or the Sanctions Board, as the case may be, reasonably deems relevant to the sanctioned party's culpability or responsibility in relation to the Sanctionable Practice.

### **Section 9.03. Compliance with Conditions for Non-Debarment and Release from Debarment.**

- (a) ***Notification of Conditions.*** As soon as practicable after a sanction of conditional non-debarment or debarment with conditional release is imposed by the IFC Evaluation Officer or the Sanctions Board, the WBG integrity compliance officer (the "***Integrity Compliance Officer***") shall contact each sanctioned party to advise them as to the requirements for meeting the conditions, including, where applicable, the adoption or improvement and implementation of an integrity compliance program acceptable to the World Bank Group.
- (b) ***Monitoring of Compliance.*** The Integrity Compliance Officer shall have the right to monitor compliance by each sanctioned party with the conditions for release or non-debarment. The Integrity Compliance Officer may impose on the sanctioned party such requirements as may be reasonably necessary, including (but not limited to) periodic reporting by the sanctioned party, the appointment of an independent monitor, external auditing and inspection of the books and records of the sanctioned party.
- (c) ***Application.*** No earlier than one hundred and twenty (120) days prior to: (i) any deadline for compliance with conditions for non-debarment under Section 9.01(b); or (ii) the last day of the minimum period of debarment under a debarment with conditional release under Section 9.01(d), but no later than any such deadline for compliance with conditions for non-debarment under Section 9.01(b), the sanctioned party may submit to IFC an application (the "***Application***") setting forth arguments for, and evidence of, its compliance with the requirements set by the Integrity Compliance Officer. The Application shall include, among

other things, a detailed report on the sanctioned party's adoption or improvement and implementation of any integrity compliance program agreed with the Integrity Compliance Officer, details relating to remedial actions taken in response to the misconduct for which the sanctioned party was sanctioned as well as any other misconduct detected during the period of debarment or conditional non-debarment, any debarment of the sanctioned party by another international financial institution, and any criminal, civil or regulatory conviction or decision based on conduct of the type of a Sanctionable Practice.

(d) ***Decision by Integrity Compliance Officer.*** Within thirty (30) days after receipt of the Application, the IFC, acting through the Integrity Compliance Officer, shall begin its review thereof to determine, based on the arguments and evidence set forth in the Application and any other factors he or she may deem relevant, whether or not the sanctioned party has complied with the conditions for non-debarment or release from debarment. Before making such determination, the Integrity Compliance Officer, or an agent designated by the Integrity Compliance Officer, may verify the arguments and evidence contained in the Application. The sanctioned party shall cooperate fully with any such verification, including by permitting the Integrity Compliance Officer (or such agent) access to relevant books and records. The Integrity Compliance Officer shall conclude his or her verification and make his or her determination as soon as practicable, and thereafter promptly notify the sanctioned party of such determination and the basis therefor. In the case of a determination by the Integrity Compliance Officer of non-compliance with conditions for non-debarment, a debarment with conditional release (the conditions for release being those originally stipulated for non-debarment) would automatically become effective for a period of time established by the IFC Evaluation Officer or the Sanctions Board, as the case may be, with such debarment also resulting in debarment across the World Bank Group as outlined in Section 9.01(c). In the case of a determination of non-compliance with conditions for release, the Integrity Compliance Officer shall specify a continuation of the period of debarment, for a period not to exceed one (1) year, after which the sanctioned party may again apply for release in accordance with paragraph (c) above. A written determination of non-compliance, with reasons therefor, will be issued to the sanctioned party. In the case of a determination by the Integrity Compliance Officer that the sanctioned party has complied with all conditions for non-debarment or conditions for release from debarment, as applicable, the sanctioned party shall, from the date of such determination or such other date as the Integrity Compliance Officer may specify, be released from further obligation under the terms of the conditional non-debarment or under the terms of the debarment with conditional release, as the case may be.

(e) ***Appeals of Compliance Determinations.*** Determinations of non-compliance by the Integrity Compliance Officer may be appealed by a sanctioned party as follows:

- (i) No later than thirty (30) days after a determination of non-compliance by the Integrity Compliance Officer, the sanctioned party may request in writing that the Sanctions Board review such determination. Any such request shall set forth the reasons why the sanctioned party believes that in making his/her determination the Integrity

Compliance Officer committed an abuse of discretion. The sanctioned party shall append to its request the Application and the Integrity Compliance Officer's determination of non-compliance. The sanctioned party's request for review may be accompanied by additional evidence and arguments in response to the stated grounds for the determination of non-compliance.

- (ii) Within ninety (90) days after receipt of such request, and upon consideration of the arguments and evidence presented therein, the Sanctions Board shall decide whether the Integrity Compliance Officer committed an abuse of discretion in the determination of non-compliance. The Sanctions Board may consult with the Integrity Compliance Officer in making any such decision.
  - (iii) In the event that the Sanctions Board determines that the Integrity Compliance Officer committed an abuse of discretion in the determination of non-compliance, such determination shall be rescinded and the conditions for non-debarment or the conditions for release from debarment, as the case may be, shall be deemed complied with by the sanctioned party. However, in the event that the Sanctions Board determines that the Integrity Compliance Officer did not commit an abuse of discretion, the determination of non-compliance shall remain in effect as provided in paragraph (d) above.
  - (iv) For the purpose of this paragraph (e), the Integrity Compliance Officer commits an 'abuse of discretion' in making a determination of non-compliance if the determination: (1) lacks an observable basis or is otherwise arbitrary; (2) is based on disregard of a material fact or a material mistake of fact; or (3) was taken in material violation of the procedures set out in this Section 9.03.
- (f) ***Default by the Sanctioned Party.*** In the event that a sanctioned party: (i) fails to timely submit an Application with respect to conditions for non-debarment or conditions for release from debarment; or (ii) fails to fully cooperate with any verification of compliance conducted under Section 9.03(d), the sanctioned party shall be deemed not to have complied with the relevant conditions for non-debarment or for release; *provided, however*, that the Integrity Compliance Officer may, in his or her sole discretion, agree to accept an Application within a reasonable period after the deadline therefor upon a showing by the sanctioned party of sufficient reasons for its late submission. A determination of non-compliance by reason of default shall not be subject to review.

#### **Section 9.04. Scope of Sanctions.**

- (a) ***Select Sanctioning of Divisions of a Sanctioned Party.*** When a sanction is imposed on an entity, the Sanctions Board or IFC Evaluation Officer, as the case may be, may decide, based on arguments and evidence in the record, to limit the application of the sanction to a particular division or other business unit thereof.

- (b) ***Imposition of Sanctions on Affiliates.*** When a sanction is imposed on a Respondent, appropriate sanctions may also be imposed on any Affiliate of the Respondent. If the IFC Evaluation Officer temporarily suspends and/or recommends the imposition of a sanction on an Affiliate of the Respondent that controls or is under common control with the Respondent, the IFC Evaluation Officer shall provide such Affiliate with a copy of the relevant Notice in accordance with the provisions of Section 13.05. Such Affiliate(s) shall have procedural rights hereunder equivalent to those of the Respondent, except that any Preliminary Explanation, Explanation, Response or other formal submission shall be consolidated with that of the Respondent unless the IFC Evaluation Officer or the Sanctions Board, as the case may be, determines, as a matter of discretion, to permit an independent submission.
- (c) ***Successors and Assigns.*** Any sanction imposed shall apply to the sanctioned party's successors and assigns following the provisions of Section 9.05.

**9.05 Extending Sanctions to Successors After the Conclusion of Sanctions Proceedings or Settlement Agreements.**

- (a) If, at any time after the conclusion of sanctions proceedings, the Integrity Vice President determines that there is *prima facie* evidence that an entity is a Successor to a sanctioned party or its sanctioned Affiliate, and that the sanction should be applied to the Successor, INT may submit to the IFC Evaluation Officer a Statement of Successorship including:
- (i) the relevant Sanctions Board decision or determination of the IFC Evaluation Officer in uncontested proceedings, as applicable;
  - (ii) INT's designation of each entity alleged to be a Successor to the sanctioned party;
  - (iii) INT's summary of the grounds for extending the sanction to any designated Successors in accordance with Section 9.05(a); and
  - (iv) the evidence in support of INT's grounds.
- (b) ***Settlements.*** If, at any time after the effective date of a settlement agreement in accordance with the provisions of Section 11.02 (c), the Integrity Vice President determines that there is *prima facie* evidence that an entity is a Successor to a sanctioned party or its sanctioned Affiliate and that the sanction should be applied to the Successor, and the designated Successor opposes such extension of sanction, INT may submit to the IFC Evaluation Officer a Statement of Successorship in accordance with Section 9.05(a), which shall apply *mutatis mutandis*.
- (c) ***Successor's Agreement.*** In all cases not arising from a settlement agreement, INT may obtain the Successor's agreement that it is a Successor to a sanctioned party or sanctioned Affiliate and that the sanction should be extended to the Successor. In such cases, INT will submit an abbreviated Statement of Successorship to the IFC Evaluation Officer and include a copy of the Successor's written agreement. The IFC Evaluation Officer will then review the Successor's written agreement and any additional evidence submitted by INT and, if deemed sufficient, will immediately extend the sanction to the designated Successor. The IFC

Evaluation Officer will notify the designated Successor, the sanctioned party, and the Secretary to the Sanctions Board Chair. The procedures set forth in Section 9.05(d), (e) and (g)-(j) do not apply.

- (d) ***Issuance of Notice.*** If the IFC Evaluation Officer determines that there is sufficient evidence to conclude that an entity is a Successor and that the sanction should extend to the designated Successor, the IFC Evaluation Officer shall issue a Notice of Successorship to the designated Successor and the sanctioned party, with copies to the Sanctions Board Chair, the IFC Evaluation Officers, and the Integrity Vice President.
- (e) The Notice shall:
  - (i) set out the sanction(s) to be extended to the Successor;
  - (ii) inform the Successor of the manner in which it may contest the IFC Evaluation Officer's successorship determination; and
  - (iii) append the Statement of Successorship, together with copies of this Procedure and the Sanctions Board Statute, as in effect at the time of issuance of the Notice.
- (f) ***Conditions for Release.*** In the event that the sanction to be extended contains conditions for release, the IFC Evaluation Officer shall inform the Integrity Compliance Officer before issuing the Notice and before extending the sanction to the Successor pursuant to Section 9.05 (c) and (i), and the Integrity Compliance Officer, in consultation with INT, shall modify the conditions for release from sanction if appropriate. The conditions for release shall be set out in the Notice.
- (g) ***Temporary Suspension.*** If the sanction set out in the Notice includes, at the time of the extension, a period of debarment or debarment with conditional release, the Successor, effective from the date of issuance of the Notice until the date of the final outcome of the procedures set forth in this Section 9.05, shall be temporarily suspended from eligibility with the same effect as if it had been debarred Section 9.01(c). Section 4.02(d) and (e) apply, *mutatis mutandis*, to any temporary suspension imposed on a Successor.
- (h) ***Successor's Clarification.*** Within fifteen (15) days after delivery of the Notice, the Successor may provide a written clarification (the "Clarification") to the IFC Evaluation Officer as to why the Notice should be withdrawn or revised. Section 4.02(b) shall apply, *mutatis mutandis*, to the Clarification, except that the arguments and evidence presented by the Successor shall be limited to whether there is sufficient evidence that it is a Successor and why the sanction should not extend to the Successor.
- (i) ***The IFC Evaluation Officer's Determination.***
  - (i) ***No Clarification Submitted.*** If the Successor does not submit a Clarification to the IFC Evaluation Officer within fifteen (15) days after receipt of the Notice, the sanction set out in the Notice shall extend to the Successor with immediate effect. The IFC Evaluation Officer shall promptly notify the Successor and sanctioned party, and the Secretary to the Sanctions Board Chair.

- (ii) **Review of Clarification.** Within fifteen (15) days after the IFC Evaluation Officer receives a Clarification, the IFC Evaluation Officer will either:
1. extend the sanction of the sanctioned party or its Affiliate to the Successor. The IFC Evaluation Officer shall promptly notify the Successor and sanctioned party, and the Secretary to the Sanctions Board Chair; or
  2. withdraw the Notice upon concluding that there is insufficient evidence for supporting a finding that the entity is a Successor and that the sanction should extend to the Successor. The provisions of Section 4.03(b) apply, *mutatis mutandis*.
- (iii) **Effective Date of Sanction(s) Extension.** The IFC Evaluation Officer's final determination will inform the designated Successor that the sanction(s) will be extended to the Successor at the expiration of the appeal period set forth in Section 9.05(j). If the Successor files a timely appeal to the Sanctions Board, the sanction(s) will not be extended until the conclusion of proceedings before the Sanctions Board, as applicable. However, the temporary suspension imposed on the Successor pursuant to Section 9.05(g) will remain in effect until the conclusion of proceedings.
- (j) The IFC Evaluation Officer's final determination under this Section 9.05(i) may be appealed to the Sanctions Board in accordance with the process of appeal described in Section 9.03(e) of this Procedure. Such appeal shall not stay or otherwise affect any temporary suspension imposed on the Successor prior to a decision of the Sanctions Board.
- (k) **Evidence.** The provisions of Article VII apply, *mutatis mutandis*, to any proceedings under this Section 9.05.

## ARTICLE X

### DISCLOSURE

#### 10.01. Disclosure to the Public.

- (a) **Disclosure of Sanctions.** Information concerning the identity of each such sanctioned party and the sanctions imposed shall be publicly disclosed.
- (b) **Publication of Sanctions Board Decisions and IFC Evaluation Officer Determinations.** The full text of the decisions of the Sanctions Board, as well as the determinations of the IFC Evaluation Officer in uncontested proceedings, shall be publicly disclosed.
- (c) **Law Digests.** The Sanctions Board will publish and update, on a periodic basis, a digest of such aspects of its decisions that it deems illustrative of the legal principles it has applied in reaching its decisions.

## **Section 10.02. Sharing of Materials with Third Parties.**

- (a) ***Sharing of Materials with Other Organizations or Agencies.*** IFC may, at any time, make materials submitted by INT or the Respondent to the IFC Evaluation Officer and/or the Sanctions Board available to another multilateral development bank or other international or multinational organization, or to national development agencies or the investigative or prosecuting authorities of its member countries, if IFC determines that doing so would be in the best interests of IFC; *provided* the recipient of such materials agrees to keep them confidential on terms and conditions acceptable to IFC.
- (b) ***Sensitive Materials; Withholding of Certain Information.*** In determining whether to approve the sharing of information under this Article X, IFC shall consider, among other factors, the standard for withholding sensitive materials set forth in Section 5.04(c). IFC shall withhold information if it determines that sharing such information would violate any undertaking by IFC in favor of a VDP participant.
- (c) ***No Prejudice to Administration or Operations.*** Nothing in this Section 10.02 or elsewhere in these Procedures limits, prejudices or qualifies any rights or privileges IFC may have to provide information to assignees, co-investors, sponsors, transferees, counterparties or other participants in any IFC project or transaction, or in the course of dispute resolution, or otherwise in the course of administration or operation of its projects and transactions.

## **Section 10.03. Sharing of Investigative Materials.**

For the avoidance of doubt, nothing in this Article X shall prohibit or otherwise restrict the ability of IFC to share information obtained by the World Bank Group in the course of an investigation with parties identified in Section 10.02 if such information sharing is permitted by its policies and procedures.

## **ARTICLE XI**

### **SETTLEMENTS**

#### **Section 11.01. Stays of Proceedings.**

- (a) At any time during sanctions proceedings, INT and one or more Respondents, acting jointly, may request the IFC Evaluation Officer for a stay of proceedings for the purpose of conducting settlement negotiations.
- (b) An initial stay of proceedings may be granted for no longer than sixty (60) days, but may be extended upon request by INT and the Respondent, acting jointly, together with written confirmation by both parties that they continue to be actively engaged in settlement negotiations. The stay may be extended any number of times, provided that the total length of the stay does not exceed ninety (90) days.

- (c) Requests for a stay of proceedings shall be granted as a matter of course.
- (d) All time periods specified in these Procedures shall be tolled during the pendency of a stay of proceedings.

#### **Section 11.02. Submission and Review of Settlements.**

- (a) At any time prior to or during sanctions proceedings and prior to the issuance of a decision by the Sanctions Board under Section 8.01, whether or not a stay has previously been granted, INT and one or more Respondents may submit a signed copy of any settlement agreement to which they are parties to the IFC Evaluation Officer for review, together with a certification by both parties that the Respondent(s) entered into said agreement freely and fully informed of the terms thereof, and without any form of duress. Such submission shall automatically stay sanctions proceedings then pending with respect to any case or cases so specified in the settlement agreement, including any proceedings before the Sanctions Board.
- (b) The IFC Evaluation Officer shall review the settlement agreement to ensure that the terms of the agreement do not manifestly violate Sections 9.01 or 9.02 or any guidance issued by IFC in respect thereof.
- (c) Upon confirmation by the IFC Evaluation Officer that the terms of the settlement agreement do not manifestly violate Sections 9.01 or 9.02 or any guidance issued by IFC in respect thereof, the IFC Evaluation Officer shall impose the sanction therein stipulated and promptly inform INT and the Respondent(s) thereof, whereupon the agreement shall become effective immediately or as of any other such date specified in said agreement.
- (d) If the IFC Evaluation Officer finds that the terms of the settlement agreement manifestly violate Sections 9.01 or 9.02 or any guidance issued by IFC in respect thereof, or that, notwithstanding the certification provided under Section 11.02(a), any Respondent did not enter into the settlement agreement freely and fully informed of its terms, and without any form of duress, the IFC Evaluation Officer shall promptly inform INT and the Respondent(s) thereof, whereupon the agreement shall be terminated without prejudice to any party thereto.

#### **Section 11.03. Effect of Settlement Agreements.**

- (a) If the settlement agreement provides for the definitive disposition, in whole or in part, of the case, subject to sanctions proceedings, the case (or such part thereof as the agreement may specify) shall be closed as of the effective date of the agreement or any other such date specified in said agreement, on such terms, including the imposition of such sanctions on the Respondent, as may be stipulated in the agreement.
- (b) If the settlement agreement provides for the deferral of proceedings for a period of time pending compliance by the Respondent with specified conditions, proceedings shall be deemed stayed for the period specified in the agreement, so long as the Respondent remains in compliance with such conditions. Unless the agreement otherwise expressly provides, upon

expiration of the deferral period and compliance by the Respondent with all conditions specified therefor in the agreement, the case shall be closed. All statute of limitations and other time periods specified in these Procedures shall be tolled during the pendency of such deferral.

- (c) Unless the settlement agreement otherwise expressly provides, compliance by the Respondents with the terms and conditions thereof shall be deemed conditions for release from debarment or conditions for non-debarment, as the case may be.
- (d) If a settlement agreement is to become effective prior to the commencement of sanctions proceedings, the terms of the agreement shall have the same effect as if sanctions proceedings had been commenced and concluded with the outcome, including the imposition of such sanction(s) on the parties thereto, as may be specified in the agreement.
- (e) Any other term of the settlement agreement shall be given such effect as may be specified in the agreement.

#### **Section 11.04. Compliance with Settlement Agreements.**

Unless the settlement agreement expressly provides otherwise, all determinations as to the compliance by the Respondent(s) with the terms and conditions of the settlement agreement, and any controversy between the parties as to the interpretation or performance thereof, shall be taken by INT, subject to a right of appeal in accordance with the provisions of Section 9.03(e), *mutatis mutandis*. In the case of settlement agreements providing for a deferral of proceedings under Section 11.03(b), if INT determines that any Respondent has violated the settlement agreement, the case shall be re-opened and resume at the point at which it had been deferred.

## **ARTICLE XII**

### **ENFORCEMENT OF DEBARMENT DECISIONS BY OTHER MULTILATERAL DEVELOPMENT BANKS**

#### **Section 12.01. Multilateral Development Bank Mutual Enforcement Agreement.**

IFC may enforce debarment decisions taken by other multilateral development banks in accordance with its applicable policies and procedures.

#### **Section 12.02. Effect of Enforcement.**

Any decision by IFC to enforce the debarment decision of another multilateral development bank shall have the same effect as if the entity(ies) or individual(s) debarred by said institution had been debarred by the IFC Evaluation Officer or the Sanctions Board in the manner described in Section 9.01(c) or Section 9.01(d), as applicable.

#### **Section 12.03. Dissemination of Enforcement Decisions.**

The decision to enforce debarment by another multilateral development bank shall be disseminated in the manner prescribed in Section 10.01.

## **ARTICLE XIII**

### **ADDITIONAL PROVISIONS**

#### **Section 13.01. Effective Date.**

- (a) These Procedures are effective as of the date first-above written (the “*Effective Date*”) and shall apply to:
- (i) all proceedings for which a Notice is issued by the IFC Evaluation Officer on or after the Effective Date;
  - (ii) any settlement in respect of which a request for a stay or a settlement agreement is submitted to the IFC Evaluation Officer on or after the Effective Date;
  - (iii) any decision in respect of compliance by a sanctioned party with conditions for release from debarment or for non-debarment taken on or after the Effective Date; and
  - (iv) any decision taken in respect of the application of sanctions to Affiliates or Successors or Assigns on or after the Effective Date.
- (b) For the avoidance of doubt, the decisions referred to in Sections 13.01(a)(iii) and (iv) above include any and all such decisions in respect of sanctions that were imposed prior to the Effective Date.

#### **Section 13.02. Amendments.**

IFC, by authority of the Vice President and General Counsel, may amend, supplement or otherwise revise these Procedures at any time, with or without notice. Any such revision will be effective as of the date of approval thereof by the appropriate authority and will apply to proceedings for which a Notice is issued after such date.

#### **Section 13.03. No Rights or Privileges Conferred.**

These Procedures are intended to assist in facilitating the reasonable exercise of discretion by the Sanctions Board, the IFC Evaluation Officer and IFC officials in cases subject to these Procedures and do not in themselves confer any rights or privileges.

#### **Section 13.04. No Waiver of Privileges and Immunities.**

Nothing in these Procedures, and nothing revealed during proceedings under these Procedures, shall be considered to alter, abrogate or waive the IFC’s status, immunities and privileges as

set forth in the IFC's Articles of Agreement or other provisions of national or international law.

#### **Section 13.05. Issuance and Delivery.**

- (a) ***Issuance and Delivery of Notices and other documents.*** A Notice, Reply or any other document shall be deemed issued to the Respondent on the date it is deposited in the mail or with a courier service by the IFC Evaluation Officer or Secretary to the Sanctions Board. IFC may issue rules regulating the delivery, including constructive delivery, of Notices, Replies and other materials to the Respondent.
- (b) ***Submission of Explanations and Responses.*** Explanations, Responses and other materials shall be deemed submitted to the IFC Evaluation Officer or Sanctions Board on the date they are actually received by the IFC Evaluation Officer or the Secretary to the Sanctions Board, as the case may be.
- (c) ***Means of delivery or submission.*** Documents may be delivered or submitted by mail or courier, or in person. The IFC Evaluation Officer or the Secretary to the Sanctions Board may, in his or her discretion, accept submission of materials by electronic means.
- (d) ***Determination of date of delivery or submission.*** If there is any doubt as to the date as of which a document should be deemed as delivered or submitted, the IFC Evaluation Officer or the Secretary to the Sanctions Board, as the case may be, shall decide. His or her determination shall be final and unappealable, and shall be binding on all parties to the proceedings.

#### **Section 13.06. Confidentiality.**

Neither the Respondent (including any Affiliates, thereof) nor IFC shall disclose to, or discuss with, any third party any part of the record, or information relating thereto, except as follows:

- (a) The Respondent may disclose any part of the record in its possession in accordance with these Procedures: (i) to legal counsel engaged for the purpose of representing or advising the Respondent in the proceedings to which the record relates, and discuss the case with such counsel, *provided* that such counsel agrees that it shall not disclose to, or discuss with, any third party any part of the record, or information relating thereto; (ii) as required by an order of any court of competent jurisdiction, including pursuant to any procedure for the discovery of documents in proceedings before such court; (iii) pursuant to any law or regulation having the force of law to which the Respondent is subject; or (iv) otherwise, only with the prior written consent of the relevant WBG entity. Except as provided in (i) and (iv) above, the Respondent shall provide INT and the IFC Evaluation Officer or the Sanctions Board, as the case may be, with reasonable prior notice of any such disclosure.
- (b) IFC may disclose materials and other information in accordance with Article X or as otherwise permitted by its policies and procedures.

A violation of this Section 13.06 (whether by a Respondent and/or any of its Affiliates, , or by legal counsel thereto) shall be: (i) an aggravating factor in determining an appropriate sanction if the violation is brought to the attention of the IFC Evaluation Officer or the Sanctions Board during sanctions proceedings; and (ii) a separate basis for sanction if the violation comes to light after the conclusion of sanctions proceedings.

#### **Section 13.07. Cases involving IFC Projects and other World Bank Group Projects.**

In the event that INT submits a Request for Temporary Suspension or a Statement of Accusations and Evidence and such request or statement relates to an IFC Project as well as (an)other World Bank Group project(s), the IFC Evaluation Officer may, in its discretion, consult with the Bank Evaluation Officer and/or the Bank Private Sector Evaluation Officer and/or the MIGA Evaluation Officer (as the case requires) prior to issuing a Notice of Temporary Suspension or a Notice of Sanctions Proceedings with respect to INT's request or statement. Notwithstanding any such consultation, the IFC Evaluation Officer shall not be bound, nor in any other way restricted, by such consultation(s) in determining whether to issue a Notice with respect to an IFC Project pursuant to these Procedures. For the avoidance of doubt, if any of the IFC Evaluation Officer, the Bank Evaluation Officer, the Bank Private Sector Evaluation Officer or the MIGA Evaluation Officer goes forward with a Notice in such case, then each such evaluation officer shall apply its respective sanctions procedures to such case.

## IFC ANTI-CORRUPTION GUIDELINES

The purpose of these Guidelines is to clarify the meaning of the terms "Corrupt Practice", "Fraudulent Practice", "Coercive Practice", "Collusive Practice", and "Obstructive Practice" in the context of IFC operations.

### 1. CORRUPT PRACTICES

A "Corrupt Practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.

#### INTERPRETATION

- A. Corrupt practices are understood as kickbacks and bribery. The conduct in question must involve the use of improper means (such as bribery) to violate or derogate a duty owed by the recipient in order for the payor to obtain an undue advantage or to avoid an obligation. Antitrust, securities and other violations of law that are not of this nature are excluded from the definition of corrupt practices.
- B. It is acknowledged that foreign investment agreements, concessions and other types of contracts commonly require investors to make contributions for bona fide social development purposes or to provide funding for infrastructure unrelated to the project. Similarly, investors are often required or expected to make contributions to bona fide local charities. These practices are not viewed as Corrupt Practices for purposes of these definitions, so long as they are permitted under local law and fully disclosed in the payor's books and records. Similarly, an investor will not be held liable for corrupt or fraudulent practices committed by entities that administer bona fide social development funds or charitable contributions.
- C. In the context of conduct between private parties, the offering, giving, receiving or soliciting of corporate hospitality and gifts that are customary by internationally-accepted industry standards shall not constitute corrupt practices unless the action violates Applicable Law.
- D. Payment by private sector persons of the reasonable travel and entertainment expenses of public officials that are consistent with existing practice under relevant law and international conventions will not be viewed as Corrupt Practices.
- E. The World Bank Group<sup>22</sup> does not condone facilitation payments. For the purposes of implementation, the interpretation of "Corrupt Practices" relating to facilitation payments will take into account relevant law and international conventions pertaining to corruption.

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<sup>22</sup> The "World Bank" is the International Bank for Reconstruction and Development, an international organization established by Articles of Agreement among its member countries and the "World Bank Group" refers to the International Bank for Reconstruction and Development, the International Development Association, the International Finance Corporation, the Multilateral Investment Guarantee Agency, and the International Centre for Settlement of Investment Disputes.

## 2. FRAUDULENT PRACTICES

- A "Fraudulent Practice" is any action or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

### INTERPRETATION

- A. An action, omission, or misrepresentation will be regarded as made recklessly if it is made with reckless indifference as to whether it is true or false. Mere inaccuracy in such information, committed through simple negligence, is not enough to constitute a "Fraudulent Practice" for purposes of this Agreement.
- B. Fraudulent Practices are intended to cover actions or omissions that are directed to or against a World Bank Group entity. It also covers Fraudulent Practices directed to or against a World Bank Group member country in connection with the award or implementation of a government contract or concession in a project financed by the World Bank Group. Frauds on other third parties are not condoned but are not specifically sanctioned in IFC, MIGA, or PRG operations. Similarly, other illegal behavior is not condoned, but will not be considered as a Fraudulent Practice for purposes of this Agreement.

## 3. COERCIVE PRACTICES

- A "Coercive Practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

### INTERPRETATION

- A. Coercive Practices are actions undertaken for the purpose of bid rigging or in connection with public procurement or government contracting or in furtherance of a Corrupt Practice or a Fraudulent Practice.
- B. Coercive Practices are threatened or actual illegal actions such as personal injury or abduction, damage to property, or injury to legally recognizable interests, in order to obtain an undue advantage or to avoid an obligation. It is not intended to cover hard bargaining, the exercise of legal or contractual remedies or litigation.

## 4. COLLUSIVE PRACTICES

- A "Collusive Practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.

### INTERPRETATION

Collusive Practices are actions undertaken for the purpose of bid rigging or in connection with public procurement or government contracting or in furtherance of a Corrupt Practice or a Fraudulent Practice.

## 5. OBSTRUCTIVE PRACTICES

An "Obstructive Practice" is (i) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making of false statements to investigators, in order to materially impede a World Bank Group investigation into accusations of a corrupt, fraudulent, coercive or collusive practice, and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or (ii) an act intended to materially impede the exercise of IFC's access to contractually required information in connection with a World Bank Group investigation into accusations of a corrupt, fraudulent, coercive or collusive practice.

### INTERPRETATION

Any action legally or otherwise properly taken by a party to maintain or preserve its regulatory, legal or constitutional rights such as the attorney-client privilege, regardless of whether such action had the effect of impeding an investigation, does not constitute an Obstructive Practice.

### GENERAL INTERPRETATION

A person should not be liable for actions taken by unrelated third parties unless the first party participated in the prohibited act in question.

**IFC INTERNAL ADVISOR TO THE SANCTIONS BOARD  
TERMS OF REFERENCE  
("IFC INTERNAL ADVISOR TOR")**

**TERMS OF REFERENCE**

As part of reforms arising out of 2013 global multi-stakeholder consultations on the World Bank Group ("WBG") sanctions and debarment system ("Sanctions System") and subsequent discussion and recommendation by the Sanctions Advisory Committee ("SAC"), the Board of Executive Directors ("Board") changed the Sanctions Board composition from a mix of internal and external members to an all external member Sanctions Board, eliminating IFC internal alternates from the Sanctions Board.

Because Sanctions System cases related to IFC operations ("IFC Cases") require an understanding of IFC as well as private sector business, the Board also approved the creation of an internal advisor function to substitute for the loss of internal expertise and perspective with the transition to an all external Sanctions Board. These Terms of Reference describe the purpose, responsibilities, limitations, qualifications and term of the IFC Internal Advisor.

**PURPOSE**

The IFC Internal Advisor is a critical component in ensuring an efficient, effective and fair Sanctions System and process in IFC Cases. The purpose of the IFC Internal Advisor is to apply his/her knowledge of, and experience with, IFC operations and products and private sector business to his/her evaluation of IFC Cases. The IFC Internal Advisor provides informed, impartial advice to the Sanctions Board to assist it in making determinations and decisions, and in so doing, s/he does not represent the interests of IFC.

The IFC Internal Advisor provides advice in a transparent manner. INT and the Respondent will have full opportunity to review the advice the IFC Internal Advisor provides to the Sanctions Board and will also have the opportunity to respond to such advice, directly to the Sanctions Board.

**RESPONSIBILITIES**

1. The IFC Internal Advisor provides his/her advice to the Sanctions Board on whether sufficient evidence exists to establish that it is more likely than not that the Respondent engaged in a Sanctionable Practice and/or any other matters relevant to the IFC Case. The IFC Internal Advisor answers, either in writing or orally, to any inquiries posed to him/her by the Sanctions Board and/or any Sanctions Board member. Where the response is provided in writing, INT and the Respondent will receive a copy and will have an opportunity to send their views in writing directly to the Sanctions Board (a copy of which will be provided to the IFC Internal Advisor). When the Sanctions Board requests an oral response from the IFC Internal Advisor (at a hearing or otherwise), INT and the Respondent will be afforded an opportunity to be present and to provide their views on the IFC Internal Advisor's advice directly to the Sanctions Board.
2. The IFC Internal Advisor receives a copy of all written submissions in the record as described in Section 8.02 of the IFC Sanctions Procedures, which s/he will use to provide advice to the Sanctions Board on the IFC Case.
3. The IFC Internal Advisor will be present at all hearings held in IFC Cases, and will respond to questions posed by the Sanctions Board in the presence of INT and the Respondent. INT and the Respondent will be provided an opportunity to present their views on IFC Internal Advisors'

responses directly to the Sanctions Board. However, the IFC Internal Advisor will not be subject to examination or direct questioning by INT or the Respondent.<sup>23</sup>

## LIMITATIONS

Given the significance of the IFC Internal Advisor's role, s/he shall:

1. Be recused or recuse him/herself in cases where s/he may have an actual or perceived conflict of interest material to the proceedings;
2. Limit his/her advice to a review of the record in light of his/her IFC experience and the applicable sanctions framework;
3. Refrain from conducting any additional investigation or fact gathering;
4. Refrain from speaking with witnesses and the IFC's Evaluation Officer;
5. Refrain from expressing views on IFC's behalf (i.e., does not present IFC's "official views"); and
6. Refrain from seeking input from IFC's management when providing advice to the Sanctions Board.

## QUALIFICATIONS AND TERM

1. The IFC Internal Advisor shall have the following qualifications:
  - a. Have been employed by IFC for at least five (5) consecutive years immediately prior to appointment; and
  - b. Possess extensive knowledge of the operations and operational policies of IFC, including both investment operations and advisory services operations, as well as experience with IFC integrity due diligence processes and integrity issues in IFC transactions; and
  - c. Possess an advanced degree in law or business or equivalent experience.

The IFC Executive Vice-President designates eligible internal advisor candidates to a pool of potential IFC Internal Advisors.

2. The IFC Internal Advisor's term on an IFC Case commences when appointed by the IFC Executive Vice-President, such appointment to take place after the Sanctions Board Secretariat transmits the Respondent's Response to the Notice of Sanctions Proceedings ("Response") to the IFC Executive Vice-President, such transmission to take place simultaneously with the Secretariat's transmittal of the Response to INT and the IFC Evaluation Officer.<sup>24</sup>
3. The IFC Internal Advisor's term on an IFC Case ends once the Sanctions Board issues a final decision in the matter.<sup>25</sup>
4. The IFC Internal Advisor may be removed from an IFC Case by the IFC Executive Vice-President prior to the end of the IFC Internal Advisor's term, for incapacity, misconduct, or an immitigable

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<sup>23</sup> IFC Sanctions Procedure §6.03(a).

<sup>24</sup> IFC Sanctions Procedure §5.01(a).

<sup>25</sup> IFC Sanctions Procedure §8.03.

material conflict of interest that arises during the course of the proceedings. In the event of removal, a new IFC Internal Advisor may be appointed pursuant to paragraph 2 above, as appropriate.