The Consultant Screening Flowchart is a corruption evaluation procedure for companies planning to use a consultant. It is based on an active business code of conduct on corruption and bribery. It focuses solely on corruption risks associated with the selection of a consultant and the renewal of a consultant contract.

**STARTUP**
- **START**
- **IDEA**
- **SCREENING**
- **DRAFT AGREEMENT AND CROSS-CHECKS**
- **APPROVAL**

### IDEA
- **Obtain relevant information about country, market and consultant**
- **Use country profiles**
- **Evaluate product dependent relations**
- **Get basic information about consultant**
- **Try to find information again or find another consultant**
- **Can you get the necessary info?**

### SCREENING
- **Screening**
- **Draft agreement and cross-checks**
- **Appraisal**

### DRAFT AGREEMENT AND CROSS-CHECKS
- **Determine validity**
- **Determine remuneration**
- **Use standard agreement form**

### APPROVAL
- **Annual Review**
- **Present protocol to management**
- **Get the approval from the board**

### Applying the Flowchart:
1. **STARTUP**
   - **IDEA**
   - **SCREENING**
   - **DRAFT AGREEMENT AND CROSS-CHECKS**
   - **APPROVAL**

2. **Consultant Screening Flowchart**
   - **START**
   - **IDEA**
   - **SCREENING**
   - **DRAFT AGREEMENT AND CROSS-CHECKS**
   - **APPROVAL**

3. **The protocol should contain a full set of documents in the approval process. It should include the results of the verification, any non compliance areas and should highlight any risks to be addressed by ext.legal and accounting. It should also contain an affidavit (declaration) from the compliance responsible.**

4. **Make sure that decision is documented and entered in the protocol.**