The Partner Screening Flowchart is a corruption evaluation procedure for companies planning to enter into a partnership, joint venture or consortium. 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 partners where a project evaluation has already been satisfactorily conducted.

**STARTUP**

START

- **Have you considered the specific risks?**

**PROJECT**

- **Are all approvals in place?**
- **Obtain relevant information about country and corporation**
- **Use country profiles**
- **Joint venture - Initial information check list**
- **Get basic information about partner(s) and clarify conditions**
- **Can you get the necessary info?**
- **Reconsider choices of partner**
- **Go to the project evaluation process**

**VETTING**

- **Very information and assess financial liability**
- **Cross-check sources and information**
- **Check information through two verified references and check financial information of partner**
- **Partner - Vetting instructions**
- **Ensure full knowledge of ownership structure**
- **Assess all liabilities and ensure compliance**
- **Is data credible and risk controlled?**

**DRAFT AGREEMENT AND CROSS-CHECKS**

- **Prepare draft agreement**
- **Internal and legal cross-check ok?**
- **Can be solved by redrafting contract?**

**APPROVAL**

- **Prepare protocol**
- **Get approval from the board**
- **Monitor contract period**

**MONITORING & REPORTING**

- **Track, monitor and report your compliance status, data and results in a single place.**

**RISK ASSESSMENT**

- **Create risk reports and implement mitigation activities through a global risk catalogue and local manager inputs.**

**POLICY**

- **Manage your policies: Develop, publish and assign policies to employee groups for signing. Track and report completion rates.**

**TRAINING**

- **Train employee groups with e-learning courses and tests. Assign to your employee groups. Track and report the results.**

**DUE DILIGENCE**

- **Evaluate, track and store third party and employee due diligence automatically.**

**GIFTS & HOSPITALITY**

- **Register gifts. Upload documentation. Review, approve, or reject requests. And, monitor and report.**

**CASE MANAGEMENT**

- **Automatically create new cases, manage tasks and report results with ease. Always keep stakeholders in the loop.**

**MANAGEMENT**

- **Assign, coordinate, and manage compliance initiatives with employees, business partners, HR, Finance, and more.**

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