



SUMGAYIT STATE
UNIVERSITY

Anti-Corruption Policy
Sumgayit State University

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1. Purpose and Principles

Sumgayit State University is committed to conducting all academic, administrative, and financial activities in a transparent, ethical, and accountable manner.

The University adopts a **zero-tolerance approach to corruption, bribery, fraud, and unethical behavior** in all institutional operations.

This policy establishes principles, procedures, and responsibilities to prevent, detect, and address corruption within the University while promoting integrity, accountability, and responsible governance.

The policy supports the University's commitment to **good governance, transparency, and ethical conduct in higher education**.

2. Definitions

Corruption

The abuse of entrusted power for personal, institutional, or financial gain.

Bribery

Offering, promising, giving, requesting, or accepting any benefit or advantage in order to influence a decision or obtain an improper benefit.

Conflict of Interest

A situation where personal interests may influence or appear to influence an individual's professional duties or decision-making.

Fraud

Any intentional act of deception intended to secure unfair or unlawful financial or personal gain.

Hospitality and Gifts

Any item, service, benefit, or favor provided to or received from external parties.

3. Legal Framework

This policy is implemented in accordance with the legislation of the Republic of Azerbaijan, including:

- Constitution of the Republic of Azerbaijan
- Law of the Republic of Azerbaijan on Combating Corruption
- Law of the Republic of Azerbaijan on Citizens' Appeals
- Labor Code of the Republic of Azerbaijan

The University complies with all national legal requirements concerning corruption prevention and ethical conduct.

Anticorruption policy

4. Scope of the Policy

This policy applies to all individuals working with or representing Sumgayit State University, including:

- academic staff and faculty members
- administrative staff
- researchers and project staff
- students involved in research or administrative activities

- external contractors, suppliers, and partners

All individuals must comply with this policy when conducting activities on behalf of the University.

5. Principles of Anti-Corruption

The University operates according to the following principles:

- integrity and ethical behavior
- transparency and accountability
- compliance with legislation
- responsible use of institutional resources
- zero tolerance for corruption
- effective internal control systems

These principles guide all academic, administrative, and financial activities.

6. Conflict of Interest

Members of the University community must avoid situations where personal interests may influence professional duties.

A conflict of interest may arise when an individual:

- has financial or personal interests in organizations working with the University
- participates in decisions involving relatives or close associates
- receives personal benefits connected to professional responsibilities

Individuals must **declare potential conflicts of interest** and remove themselves from related decision-making processes.

7. Gifts, Hospitality, and Benefits

Reasonable and appropriate hospitality may occur in professional relationships; however, it must not influence institutional decisions.

Hospitality must:

- be reasonable and proportionate
- be transparent and appropriately documented
- not create conflicts of interest
- not influence procurement or administrative decisions

Employees should decline gifts or benefits that may compromise impartiality.

8. Prohibited Conduct

The following actions are strictly prohibited:

- offering or accepting bribes or improper payments
- providing gifts or payments to influence decisions
- offering payments to public officials to expedite procedures
- falsifying financial records or documentation
- manipulating procurement or recruitment procedures
- threatening or retaliating against individuals reporting misconduct

Any activity that could result in corruption or unethical advantage is prohibited.

9. Procurement and Financial Transparency

All procurement and financial activities must follow transparent and fair procedures.

The University ensures:

- open and competitive procurement processes
- clear documentation of financial transactions
- proper authorization and approval of expenditures
- accurate financial reporting and record-keeping

Procurement decisions must be based solely on **objective and transparent criteria**.

10. Responsibilities of Employees and Staff

All members of the University community must:

- understand and comply with this policy
- act honestly and ethically in all institutional activities
- avoid situations that may create corruption risks
- maintain transparency in financial and administrative activities
- report suspected corruption or unethical behavior

Managers and supervisors have additional responsibilities to promote ethical behavior and ensure compliance.

11. Reporting and Whistleblowing

Members of the University community are encouraged to report suspected corruption or unethical conduct as early as possible.

Reports may be submitted to:

- supervisors or line managers
- the financial management office

- relevant administrative or compliance units

All reports will be handled confidentially and investigated appropriately.

12. Protection of Individuals Reporting Concerns

The University supports individuals who report corruption concerns in good faith.

No person shall face retaliation, discrimination, or negative consequences for reporting suspected misconduct.

Protection applies even if investigations determine that the concern was mistaken, provided it was raised honestly.

13. Ethics and Compliance Oversight

The University may establish an **Ethics and Compliance Committee** responsible for:

- promoting ethical standards across the institution
- reviewing reported corruption cases
- advising leadership on integrity and compliance matters
- supporting training and awareness programs

This body ensures effective implementation of anti-corruption measures.

14. Monitoring, Compliance, and Auditing

The University maintains internal control mechanisms to prevent corruption and ensure compliance with this policy.

Monitoring activities include:

- internal financial audits
- review of procurement procedures
- compliance monitoring
- investigation of reported incidents

Corrective actions will be implemented whenever weaknesses are identified.

15. Policy Authority and Review

This policy is approved by the governing bodies of Sumgayit State University and applies to all institutional activities.

The policy will be reviewed periodically to ensure alignment with national legislation and international best practices.

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