

The logo of Sumgayit State University is a large, light blue shield-shaped emblem. Inside the shield, there is a stylized representation of the letters 'SSU' in a bold, blocky font. The 'S' is formed by two vertical bars and a curved base, while the 'U' is a single vertical bar with a curved base.

# **SUMGAYIT STATE UNIVERSITY**

## **ANTI-CORRUPTION POLICY**

**SUMGAYIT STATE  
UNIVERSITY**

***SUMGAYIT STATE UNIVERSITY  
Sumgayit city, 43rd block,  
Baku street 1, AZ5008***

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# Table of Contents

<b>Section 1: Introduction</b> .....	2
<b>Section 2: Mission and Scope</b> .....	2
<b>Section 3: Monitoring and Reporting</b> .....	3

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## **Section 1: Introduction**

### **1.1 Introduction and Definitions**

1.1. It is Sumgayit State University ('University') policy to conduct all of its affairs in an honest and ethical manner. The University takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all the University's business dealings and in all its relationships wherever the University operates.

1.2. The University is committed to implementing and enforcing effective systems to counter corruption and will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which the University operates.

### **Definitions**

A corruption is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

### **Legal basis**

- The Constitution of the Republic of Azerbaijan;
- Law of the Republic of Azerbaijan Combating Corruption;
- Law of the Republic of Azerbaijan on citizens' appeals;
- Labor Code of the Republic of Azerbaijan.

## **Section 2: Mission and Scope**

### **2.1 Mission**

The University's anticorruption policy aims to:

1. set out the University's responsibilities, in observing and upholding the University's position on bribery and corruption; and
2. provide information and guidance to those working for the University on how to recognize and deal with bribery and corruption issues.



## **GIFTS AND HOSPITALITY**

This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

Recipients should not allow a position to be reached whereby there might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality. The frequency and scale of hospitality should not be greater than that which the University would be likely to provide in return.

### **WHAT IS NOT ACCEPTABLE?**

It is not acceptable for you (or someone on your behalf) to:

- (a) give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a commercial advantage will be received, or to reward a commercial advantage already given;
- (b) give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- (c) accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a commercial advantage for them;
- (d) accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a commercial advantage will be provided by the University in return;
- (e) threaten or harass against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- (f) engage in any activity that might lead to a breach of this policy.

1.5 If you are asked to make a payment on behalf of the University, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with your line manager or the Director of Finance.

### **Principles of policy:**

- transparency and openness;
- compliance with corporate ethical rules;
- legislation;
- intolerance to corruption;
- control

## **Section 3: Monitoring and Reporting**

### **3.1 Monitoring and Reporting**

You must ensure that you read, understand and comply with this policy.



The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for the University or under the University's control. All associated staff are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify your line manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future. For example, if a client or potential client offers you something to gain a commercial advantage with the University, or indicates to you that a gift or payment is required to secure their business.

## **HOW TO RAISE A CONCERN**

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised.

## **PROTECTION**

Associated staff who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. The University aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

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