

# **Khazar University**

## **Anti-Bribery and Anti-Corruption Policy**

### **1. Statement and Purpose**

1.1 This policy explains the regulations of the university to deal with bribery and corruption. Continuous improvement of the university's management mechanism, ensuring transparency and public participation, and developing anti-corruption guidelines based on global standards are the university's main goals.

1.2 Corruption and bribery at Khazar University involve officials and employees illegally obtaining financial benefits, privileges, and concessions based on their status and official powers and other opportunities arising from those statuses and powers.

1.3 Khazar University's Action Plan for countering corruption and bribery has been authorised by the Board of Directors and Trustees and is regarded as an obligatory legal document.

### **2. Scope and Responsibilities**

2.1 The university ensures transparency and public control over staff recruitment, project implementation, and donation and grant spending.

2.2 It is strictly prohibited for all staff of the university to demand financial benefits, privileges, concessions, and other benefits from a third party (physical or legal) in exchange for performing specific tasks related to the performance of their

official duties (authorities), as well as accept an offer or promise to give favours, advantages, and concessions.

2.3 University officials and employees must decline the offer of financial benefits, privileges, concessions, or other incentives in exchange for specific tasks.

2.4 If financial benefits, privileges, or concessions are given to university officials and employees for reasons unknown to them and beyond their control, they must notify the head of the institution and provide documentation in compliance with the statute.

2.5 Anyone breaching the policy may face disciplinary, civil-legal, administrative, or criminal penalties.

2.6 If the offences outlined in this document result in civil-legal, administrative, or criminal liability under the Republic of Azerbaijan's Labour Code, the offender will be held accountable under relevant legislation.

2.7 Employees and students can report corruption and bribery-related offences to the university's rector or vice-rector in written or spoken form.

2.8 The identity of an individual reporting corruption and bribery offences at the university is kept confidential and never disclosed. The information is registered immediately by the concerned person, and relevant measures are taken within 10 days at the latest.

2.9 Acts adopted illegally as a result of offenses related to corruption and bribery are cancelled by the Board of Directors and Trustees of the University.

2.10 Different events, such as "Education on the fight against corruption and bribery," are held at the university to prevent corruption and bribery and increase transparency.