

 <p>Policy and Procedures</p>	<p>POLICY ID: DQ-AB&C-21-5-2</p> <p>Approval date: 23/05/2021</p> <p>Review date: 20/06/2024</p> <p>Effective date: 20/07/2021</p>
<p>Anti-bribery and corruption policy</p>	

1. INTRODUCTION

The University is committed to upholding the highest standards of integrity, transparency, and ethical conduct in all its operations and interactions. This Anti-Bribery and Corruption Policy outlines the university's stance against bribery and corruption in any form and applies to all employees, students, contractors, and third-party associates.

2. DEFINITIONS

- 2.1. Bribery: Offering, giving, receiving, or soliciting anything of value as an inducement or reward for an action that is illegal, unethical, or a breach of trust.
- 2.2. Corruption: Misuse of entrusted power or position for personal or institutional gain, including bribery, fraud, embezzlement, and nepotism.

3. PURPOSE

- 3.1. To establish a zero-tolerance approach to bribery and corruption.
- 3.2. To ensure compliance with applicable laws and regulations of NAZAHA (The Saudi national anti-corruption commission).
- 3.3. To promote a culture of integrity, accountability, and ethical behavior.

4. POLICY

- 4.1. All members of the University are required to comply with this policy and are expected to:
 - Refrain from engaging in any form of bribery or corruption.
 - Report any suspected instances of bribery or corruption promptly through appropriate channels.
 - Cooperate fully with any investigations into alleged bribery or corruption.
- 4.2. The following activities are strictly prohibited under this policy:

- Offering, giving, receiving, or soliciting bribes, kickbacks, or other improper inducements.
- Facilitating payments to expedite routine government actions.
- Engaging in conflicts of interest that may lead to corrupt practices.
- Concealing or falsifying records to cover up acts of bribery or corruption.

5. PROCEDURES

- 5.1. To establish clear channels for reporting concerns (e.g., anonymous hotlines, email, or direct contact with compliance officers).
- 5.2. To protect whistleblowers from retaliation
- 5.3. To provide regular training to staff and students on anti-bribery and corruption policies.
- 5.4. To raise awareness through workshops, seminars, and online resources.

6. RESPONSIBILITIES

- 6.1. University Leadership: Ensure the policy is communicated and enforced.
- 6.2. Staff and Students: Comply with the policy and report any suspected violations.
- 6.3. Third Parties: Ensure contractors, suppliers, and partners adhere to the policy.

7. REVIEW

- 7.1. Regular review of policies and procedures every 3 years to ensure they are effective and up-to-date.
- 7.2. Commitment to continuous improvement based on feedback and evaluation results.

8. DISTRIBUTION

- 7.1. All Deanships and Administrative departments and units.
- 7.2. Available in the University website

Approved By:

Date Signed: 20/06/2024

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