

AZERBAIJAN STATE OIL AND
INDUSTRY UNIVERSITY



Anti-corruption policy



Introduction

This comprehensive Anti-Corruption Protocol is established by ASOIU to set forth rules and guidelines aimed at preventing, detecting, and addressing corruption within the university community. The protocol aligns with the principles of transparency, integrity, and fairness, reflecting the commitment of ASOIU to maintaining a corruption-free environment.

1. Definition of Corruption

Corruption encompasses any act of bribery, embezzlement, extortion, nepotism, favoritism, or any other form of unethical behavior that compromises the integrity of academic and administrative processes at ASOIU.

2. Prohibited Activities

- a. Accepting or offering bribes, gifts, or favors to influence academic or administrative decisions.
- b. Misappropriation or embezzlement of university funds or resources.
- c. Nepotism or favoritism in recruitment, promotion, or any decision-making process.
- d. Providing false information or documentation to gain academic or administrative advantages.
- e. Engaging in any form of academic dishonesty, including plagiarism or cheating.

3. Threshold for Bribery

As per the constitution, any amount exceeding 50 Azerbaijani manats in value is considered a bribe. This applies to both tangible items and monetary sums.

4. Reporting Mechanism

- a. The university encourages all members to promptly report any suspected or observed corrupt activities.
 - b. Confidential reporting channels, including anonymous reporting options, will be provided to protect the identity of whistleblowers.
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5. Whistleblower Protection

a. ASOIU is committed to protecting individuals who report corruption in good faith.

b. Retaliation against whistleblowers is strictly prohibited, and any such acts will be subject to disciplinary action.

6. Investigation and Disciplinary Procedures

a. Upon receiving a corruption report, ASOIU will conduct a thorough and impartial investigation.

b. Disciplinary actions, ranging from warnings to dismissal, will be taken against individuals found guilty of corruption, depending on the severity of the offense.

7. Education and Awareness

a. Regular training sessions will be conducted to educate the university community about the consequences of corruption and the importance of ethical behavior.

b. Inclusion of anti-corruption education in academic programs to instill ethical values in students.

8. Collaboration with Authorities

ASOIU will collaborate with relevant authorities to ensure that corruption cases are handled appropriately under the law.

9. Implementation of National Anti-Corruption Legislation

a. The Anti-Corruption Protocol of ASOIU complies with national anti-corruption legislation aimed at detecting, preventing, and eliminating the consequences of corruption-related offenses.

b. The protocol further aligns with the objectives of national legislation, which include protecting social justice, human rights and freedoms, and fostering favorable conditions for economic development, government bodies, and public activities.

10. Strengthening Public Trust

a. ASOIU aims to strengthen public trust in governmental and local authorities, institutions, and establishments by adhering to anti-corruption measures outlined in the protocol.

b. Efforts will be made to stimulate professional individuals to seek employment in government bodies and local authorities, institutions, thereby creating conditions that deter corruption-related offenses.

11. Financial Requirements for ASOIU Officials

11.1. ASOIU officials must comply with the following financial disclosure requirements as per the law:

11.1.1. Annually disclose their income, specifying the source, nature, and amount.

11.1.2. Declare taxable property.

11.1.3. Provide details of deposits, securities, and other financial assets held in credit institutions.

11.1.4. Disclose any shareholding or founding involvement in companies, funds, and other economic entities, including the percentage of ownership.

11.1.5. Report debts exceeding five thousand five hundred manats.

11.1.6. Report other financial and property obligations exceeding one hundred manats.

11.2. The information specified in Article 11.1 may be requested in the manner established by ASOIU's internal regulations and national legislation.

12. Responsibility for Violating Financial Requirements at ASOIU

12.1. ASOIU officials or individuals aspiring to hold a position will be duly notified, in accordance with internal university regulations, about the requirements outlined in Article 11.1 and the legal consequences of non-compliance.

12.2. Rules for monitoring compliance with the requirements specified in Article 11.1 at ASOIU are determined by the university's internal regulations and national legislation.

12.3. Failure by ASOIU officials to comply with the requirements set forth in Article 11.1, including failure to provide information within the specified period without valid reasons or intentional submission of incomplete or distorted information, may result in disciplinary action.

Special rules for imposing disciplinary responsibility are provided by ASOIU's constitution and laws. Disciplinary responsibility can be applied if these rules are followed.

12.4. The ASOIU Anti-Corruption Board is authorized to publish information about individuals within the university who do not meet the financial disclosure requirements outlined in Article 11.1 in accordance with established procedures and legal **guidelines**.

13. Prevention of Employment of Close Relatives

13.1. Close relatives of an official cannot hold any positions directly subordinate to them, except for elective positions and other cases provided for by legislation.

13.2. Individuals violating the requirements of Article 13.1, if they do not voluntarily rectify the violation within 30 days from the date of establishing the violation, must be transferred to another position eliminating subordination.

