

AZERBAIJAN STATE OIL AND
INDUSTRY UNIVERSITY



ANTI-CORRUPTION POLICY





Azerbaijan State Oil and Industry University

Those charged with governance

Sustainability Committee

Anti-Corruption and Anti-Bribery Policy

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An official copy of this policy can be obtained upon request.

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This comprehensive Anti-Corruption and Bribery Policy is established by ASOIU to set forth rules and guidelines aimed at preventing, detecting, and addressing corruption within the university community. The policy aligns with the principles of transparency, integrity, and fairness, reflecting the commitment of ASOIU to maintaining a corruption-free environment. Anti-Corruption and Bribery Policy is based on The Constitution of the republic of Azerbaijan, The Law of the Education of the Republic of Azerbaijan, dated 19 June 2009 No 833Q, Criminal Code of The Republic of Azerbaijan , Anti-Corruption Law, dated 13th January 2004, No. 580-IIQ, “On the Approval of the National Law Plan for the Strengthening of the Anti-Corruption Propaganda for the years 2022 - 2026”, was prepared on the basis of the provisional deadlines of the Presidential Decree No. 3199 dated 4th April, 2022.

SECTION 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.

SECTION 2 Who does the policy apply to?

This policy applies to all individuals associated with Azerbaijan State Oil and Industry University (ASOIU), including:

- **Employees:** This encompasses academic and Professional Support Services personnel, senior executives, officers, directors, and all staff members (permanent, fixed-term, temporary).
- **Non-Employees:** Consultants, contractors, trainees, secondees, volunteers, interns, agents, sponsors, and any other individuals working with or connected to ASOIU or its wholly-owned subsidiaries (excluding staff of subsidiaries with their own anti-corruption and bribery regulations).
- **Location:** This policy applies regardless of the individual's location.

Collectively, these individuals are referred to as "staff" throughout this policy.

SECTION 3 Prohibited Activities

This policy strictly prohibits the following actions:

1. **Offering Undue Influence:** Providing, promising, or offering any payment, gift, or hospitality to influence a decision in your favor, either in anticipation of a benefit or as compensation for one already received.
2. **Bribing Government Officials:** Offering, promising, or providing any payment, gift, or hospitality to a government official, agent, or representative, regardless of the intent (e.g., expediting routine processes).
3. **Accepting Improper Third-Party Payments:** Accepting payment from a third party if you are aware or suspect it's offered in exchange for an advantage on their behalf.
4. **Accepting Conditional Gifts:** Accepting gifts or hospitality from a third party if you are aware or suspect it's given with the expectation of receiving a benefit from ASOIU in return.
5. **Retaliation:** Intimidating or retaliating against any staff member who refuses to participate in bribery or corruption or who raises concerns under this policy.
6. **Violation of the Policy:** Engaging in any action that violates, or has the potential to violate, this Anti-Corruption and Bribery Policy.

SECTION 4: Gifts and Hospitality

This policy permits the giving and receiving of gifts and hospitality to or from third parties as long as certain conditions outlined in this policy are met. The exchange of gifts and hospitality is allowed if the following criteria are fulfilled:

1. It is not provided or received with the purpose of influencing to secure or maintain business or an advantage, or to compensate for the provision or retention of business or an advantage, or in exchange for favors or benefits, whether explicitly or implicitly;
2. It adheres to local laws;
3. Considering the purpose of the gift and/or hospitality, it is of an appropriate nature and value, and presented at an appropriate time.

We acknowledge that the customs regarding business gifts and hospitality differ across countries and regions, and what might be considered normal and acceptable in one area may not be so in another. The crucial factor is whether, under all circumstances, the gift and/or hospitality is

reasonable and justifiable. The underlying intention behind the gift and/or hospitality should always be taken into account.

SECTION 5 Reporting Mechanism

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.

SECTION 6 Whistleblower Protection

The university places great importance on maintaining high ethical standards and fostering a culture of accountability. In line with this commitment, all members of the university community are strongly encouraged to promptly report any suspected or observed instances of corrupt activities. The university recognizes the invaluable role that whistleblowers play in safeguarding integrity and combatting corruption within our institution.

In order to provide a safe and secure environment for individuals to report concerns without fear of reprisal, the university ensures the availability of confidential reporting channels. These channels include options for anonymous reporting, designed to protect the identities of those who come forward with information about potential corruption, bribery, or unethical conduct. Whistleblowers can have confidence that their confidentiality will be safeguarded, and they will be shielded from any form of retaliation for their courageous act of reporting suspected wrongdoing.

The university guarantees that individuals who report suspected corrupt activities in good faith will not face any form of retaliation, harassment, or adverse consequences as a result of their disclosure. Any acts of retaliation against whistleblowers will be treated as a serious violation of university policy and will be subject to disciplinary action.

The university is committed to providing support to whistleblowers throughout the reporting process and beyond. Dedicated mechanisms will be in place to offer guidance, assistance, and follow-up to individuals who come forward with concerns. This includes ensuring that whistleblowers are kept informed of the progress of investigations and that appropriate measures are taken to address any issues identified.

Within the context of Whistleblower Protection:

Complainant: This refers to an employee (current or former, including academic appointees) or an applicant for employment who submits a complaint under this policy.

Employee: This term encompasses current university employees and former employees who were employed when the reported events occurred.

Adverse Action by A Personnel: This refers to a management decision that negatively impacts a Complainant's employment status in a significant way. Examples include, but are not limited to, failing to hire someone, issuing disciplinary actions (written warnings, pay reductions, demotions, suspensions), or termination.

Clear and Convincing Evidence: This standard requires a higher level of proof that is more than probable in nature. Evidence must be strong and persuasive, leaving the investigator with a firm belief that the allegations are true.

SECTION 7 Investigation and Disciplinary Procedures

- 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.

SECTION 8 Education and Awareness

- 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.

SECTION 9 Collaboration with Authorities

- 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.

SECTION 10 Implementation of National Anti-Corruption Legislation

ASOIU will work with the appropriate authorities to ensure that instances of corruption are dealt with in accordance with the law.

- 2. The Board of Governors holds ultimate accountability for ensuring that this policy aligns with our legal and moral commitments, and that all employees adhere to it.

3. The Anti-Bribery Officer is primarily responsible for executing this policy on a daily basis and for overseeing its application and impact. Leaders at every level are tasked with ensuring that their subordinates are informed about and comprehend this policy.

SECTION 11 Strengthening Public Trust

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.

SECTION 12 Financial Requirements for ASOIU Officials

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.

SECTION 13 Responsibility for Violating Financial Requirements at ASOIU

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

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

13.1.2. Declare taxable property.

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

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

13.1.5. Report debts exceeding five thousand five hundred manats.

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

13.2. The information specified in Article 12.1 may be requested in the manner established by ASOIU's internal regulations and national legislation.

SECTION 14 Prevention of Employment of Close Relatives

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

14.2. Individuals violating the requirements of Article 14.1, 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.