

ANTI-BRIBERY AND ANTI-CORRUPTION POLICY

- It is the policy of the Marwadi University that all faculty members/ staff, research scholars and students conduct all activities in an honest way, and without the use of corrupt practices or acts of bribery to obtain an unfair advantage.
- The risks of corruption are not always recognizable. To ensure compliance with this policy, everyone should always adhere to the following principles:

1) Do not offer any money, gift, hospitality or other payment or advantage to someone (or favour them in any other way) if you know that this will involve someone in misuse of their position (or them performing their functions improperly).

2) Do not misuse your position in connection with any money, gift, hospitality or other payment or advantage (or other favours) for yourself or others.

- Do not offer any money, gift, hospitality, or other payment with the intention of influencing them so that the University may win or any kind of advantage.
- The policy acts as a source of information and guidance for those working for the University and helps them recognise and deal with bribery and corruption issues, as well as understanding their responsibilities.

Scope

This Policy applies to all faculty members/ staff, research scholars and students at Marwadi University and its campuses. This policy also includes third parties such as agency workers, consultants, subcontractors, and others working on behalf of the Marwadi University irrespective of their location, function, or grade.

Responsibilities and Consequences of Non-Compliance

- All Personnel and Third-Party Representatives are expected to be aware of, and comply with this Policy and immediately report, actual or suspected violations to the Registrar.
- It is the responsibility of the Head of Institution to ensure that their direct reports comprehend and abide by this policy as well as the anti-bribery and anti-corruption laws. Any Employee who violates this policy faces disciplinary action up to termination of employment, as well as the possibility of prosecution, fines, or jail time in line with applicable laws. Contracts and commercial relationships with Marwadi University may be terminated for any Third-Party Representatives who break this policy.

How to raise a Concern

At the earliest opportunity, everyone is encouraged to express any concerns they may have regarding bribery or corruption. A person should initially speak with the Registrar if they have any questions or concerns about whether a certain act qualifies as bribery or corruption.

Protection

- The University is aware that anyone may be concerned about possible consequences if they decline to accept or give a bribe or voice concerns about possible acts of bribery or corruption. Under this policy, the University will assist anybody who voices concerns in good faith, even if a later inquiry reveals that they were incorrect.
- The university will make sure that no one is subjected to any negative treatment because they have expressed concern about possible acts of bribery or corruption or because they have refused to accept or provide a bribe or engage in other corrupt practices.
- If anybody have reason to believe that he or she has been subjected to unjust treatment because of a concern or refusal to accept a bribe, the matter should inform to the Registrar immediately

Record keeping

To act as proof of all payments made, the University will maintain thorough and accurate financial records and implement the proper internal controls. The University acknowledges that gifts and acts of hospitality are subject to administrative assessment and will declare and maintain a written record of the quantity and justification of any hospitality or gifts accepted and delivered. Where payments are made to third parties, the legitimate business reason for such payments must always be clearly recorded.

Approving authority

The Registrar shall be the approving authority for implementing actions related to bribery and corruption at the campus.

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EXECUTIVE REGISTRAR
MARWADI UNIVERSITY

