



SUMGAYIT STATE  
UNIVERSITY

## **ANTI-CORRUPTION POLICY**

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## **Section 1. Introduction**

### **1.1. Introduction**

The anti-corruption policy of Sumgait University (hereinafter - SSU) (hereinafter - Policy) prevents corruption offenses in the university, provides collective protection, and supervises the implementation of measures to combating corruption-related offenses.

### **1.2. Legal basis**

- The Constitution of the Republic of Azerbaijan;
- Law of the Republic of Azerbaijan Combating Corruption;
- Law of the Republic of Azerbaijan on citizens' appeals;
- Labor Code of the Republic of Azerbaijan.

In the Policy directions of provisions of the anti-corruption legislation of the Republic of Azerbaijan have been determined:

- prevention of corruption in the university;
- organization of various trainings and seminars on corruption offenses among university professors, administrative staff, technical staff and students;
- formation of anti-corruption culture in the university.

## **Section 2. Mission and Scope**

### **2.1. Mission**

Ensuring the legislation of the Republic of Azerbaijan on the fight against corruption;

- identification and prevention of sources of corruption in case they may be encountered during the implementation of duties and powers;
- organization of the Appeal commission for ensuring transparency during the examination session held at the university and considering complaints;
- ensuring maximum transparency in personnel policy at the university;
- taking maximum measures to strengthen the audit system and internal control;
- inculcating the necessity of responsibility for violating the requirements of the anti-corruption legislation to the faculty, administrative and technical staff of the university;

- prohibitions against corruption;
- ensuring transparency during financial and economic activities;
- organizing of awareness enlightenment;
- conducting anonymous surveys in the examination session and regarding the creation of the appeal commission in order to ensure transparency;
- handing and obtaining bribes is prohibited.

## **2. 2. Scope of the policy**

In the formation and implementation of anti-corruption standards and procedures, first of all, the university's academic staff, administrative staff, technical staff and students should be commended, informed, and proper measures should be held to increase knowledge in this field.

Trainings are to be provided in this sphere for all newly hired employees and existing employees, ensuring the proper formation of the necessary anti-corruption culture and ethical rules.

Liability for policy implementation:

Academic staff, administrative staff, technical staff, students must follow the norms of legislation on the fight against corruption.

Academic staff, administrative staff, technical staff, students should not intentionally spread false information or calumniate.

Employees should not have the intention to achieve personal goals that are against the interests of the university.

Academic staff, administrative staff, technical staff and students must follow the internal disciplinary rules and Regulations of the university.

SSU professors and teachers, administrative staff, and technical staff, regardless of their duties, are responsible for violating the principles and requirements of this Policy, as well as those principles and requirements, provided by the effective legislation of the Republic of Azerbaijan.

Principles of policy:

- transparency and openness;

- compliance with corporate ethical rules;
- Legislation;
- intolerance to corruption;
- control

### **Section 3. Monitoring and reporting**

The internal documents of SSU must comply with the legislation of the Republic of Azerbaijan.

All financial and economic operations and projects carried out by SSU must be reflected carefully, correctly and in detail in accounting.

Inevitable financial documents can be checked in accordance with the law.