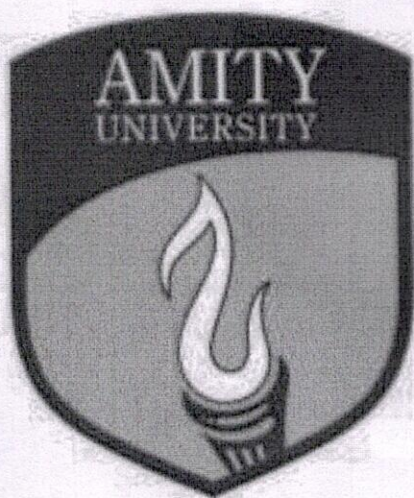


AMITY UNIVERSITY MADHYA PRADESH



**Standard Operating Procedures (SoP) for Anti-Bribery
and Anti- Corruption Policy
(Total 05 pages)**

Anti-Bribery and Anti- Corruption Policy

1. Introduction

- 1.1. It is the policy of the Amity University that all faculty members/ scientists/ 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.
- 1.2. The risks of corruption are not always recognizable. To ensure compliance with this policy, everyone should always adhere to the following principles:
 - 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 they performing their functions improperly).
 - 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 retain business or any kind of business advantage.
- 1.3. This policy is reviewed periodically and communicated to everyone in our organization to ensure their commitment to it. Any breach of this policy will be regarded as a serious matter and is likely to result in disciplinary action.
- 1.4. The policy acts as a source of information and guidance for those working for the University and helps them recognize and deal with bribery and corruption issues, as well as understanding their responsibilities.

2. Policy statement

- 2.1. This Policy may be called Amity University Madhya Pradesh (AUMP) Anti-Bribery and Anti-Corruption Policy.
- 2.2. The University is committed to conducting business in an ethical and honest manner and is committed to implementing systems that ensure an anti-bribery atmosphere within the university. The University ensures zero-tolerance for bribery and corrupt activities and is committed to acting professionally, fairly, and with integrity in all its academic or the non-academic activities within campus

- 2.4. This policy is adopted by the University which has overall responsibility for ensuring this policy complies with our legal and ethical obligations and to ensure everyone at the University complies with it.

3. Scope

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

4. Responsibilities and Consequences of Non-Compliance

- 4.1 All Amity Personnel and Third-Party Representatives are expected to be aware of, and comply with this Policy and immediately report, actual or suspected violations to Amity's Registrar (Legal Department).
- 4.2 Head of Institutions (Hols) are expected to oversee their direct reports' understanding and compliance with this Policy and Anti-Bribery and Anti-Corruption Laws. Violations of this Policy by any Amity Personnel may result in disciplinary action up to termination of employment as well as the potential for prosecution, fines, or imprisonment in accordance with applicable laws. Any Third-Party Representatives who violate this Policy may face termination of contracts and business relations with Amity.

5. Gifts and Hospitality

- 5.1 This policy does not prohibit modest gifts and reasonable hospitality (given and received) to or from third parties provided certain rules and requirements are met.
- 5.2 All staff should adhere strictly to the following guidelines in respect of gifts, hospitality, and entertainment:
- Never offer, promise, or give a gift, hospitality, or entertainment where this may be construed as a bribe or be otherwise improper.
 - Never request, agree to, or accept a gift, hospitality, or entertainment where this may be construed as a bribe or be otherwise improper.
 - Never offer, promise, or give a gift, hospitality, or entertainment to a public official where this may be construed as a bribe or an attempt to influence the public official in his/her capacity.
 - For gifts, hospitality and entertainment staff need to obtain prior approval from the competent authorities before accepting or offering gifts, hospitality and

6. Sponsorships

- 6.1 Sponsorships are closely allied to the various types of community / academic activities undertaken by the university. These could range from sponsoring educational scholarships to local sports teams. Any sponsorship must be for genuine business or charitable objectives without any element of quid pro Quo. Any such sponsorship must be transparent, duly approved by competent authority, properly documented in the record.

7. How to raise a Concern

- 7.1 Everyone is encouraged to raise concerns about any concern or apprehension of bribery or corruption at the earliest possible stage. If anybody is unsure whether a particular act constitutes bribery or corruption, or if there are any other queries, these should be raised with HoI in the first instance. If there is still any query, the Registrar's Office should be contacted for further guidance.

8. Protection

8.1. If anybody refuses to accept or offer a bribe or report a concern relating to potential act(s) of bribery or corruption, the University understands that he/she may feel worried about potential repercussions. The University will support anyone who raises concerns in good faith under this policy, even if any subsequent investigation finds that they were mistaken.

8.2 The University will ensure that no one suffers any detrimental treatment because of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

8.3 Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavourable treatment in relation to the concern the individual raised.

8.4 If anybody has 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 HoI immediately.

9. Record keeping

9.1. The University will keep detailed and accurate financial records and will have appropriate internal controls in place to act as evidence for all payments made. The University will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given and understand that gifts and acts of hospitality are subject to managerial review.

9.2. Where payments are made to third parties, the legitimate business reason for such

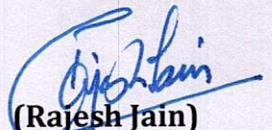
and expenses policy then in force at the University, UNNC and UNMC (whichever is applicable) and, in each case, specifically record the reason for the expenditure.

10. Approving authority

The Vice-Chancellor, AUMP shall be the approving authority for implementing actions related to bribery and corruption at the campus.

11. Review of policy

The policy shall be reviewed periodically to ascertain the effectiveness of the implementation of anti-bribery and anti-corruption practices.


(Rajesh Jain)
Registrar

To:

1. All Hols
2. All Hods (Teaching & Non-Teaching)

Copy to:

1. Hon'ble Vice Chancellor Secretariat
2. Pro-VC Office
3. Office Record

