



# Anti-Bribery and Anti-Corruption Policy

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# Anti-Bribery and Anti-Corruption Policy

## Introduction

University of Tabuk (hereinafter referred to as "the University") is committed to conducting its affairs with integrity, transparency, and in compliance with all applicable laws and regulations. As part of this commitment, the University has adopted this Anti-Bribery and Anti-Corruption Policy to prevent bribery and corruption in all its forms.

## Policy Statement

The University prohibits all forms of bribery, corruption, and unethical behavior, whether committed by its employees, students, or any individuals acting on its behalf. Bribery and corruption are serious offenses that undermine the values of the University and tarnish its reputation. The University is committed to promoting a culture of honesty, integrity, and accountability, and expects all members of its community to adhere to the highest ethical standards.

## Scope

This policy applies to all employees, students, contractors, suppliers, agents, and any other individuals or entities associated with the University. It covers all activities and transactions, both within and outside the University, including interactions with government officials, business partners, and third parties.

## Prohibited Conduct

The following activities are strictly prohibited and will not be tolerated:

- a. Offering, promising, giving, soliciting, or accepting bribes or kickbacks, whether in cash or in kind, to or from any person or entity, including government officials, for the purpose of obtaining or retaining business or any other improper advantage.
- b. Engaging in corrupt practices, such as fraud, embezzlement, extortion, money laundering, or any other illegal or unethical conduct intended to gain unfair advantage or benefit.
- c. Making facilitation payments or "grease payments" to expedite routine government actions or services.
- d. Providing or receiving gifts, hospitality, or entertainment that could be perceived as influencing business decisions or compromising impartiality.
- e. Concealing or falsifying records, invoices, or other documents to conceal illegal or unethical activities.

## Responsibilities

- a. The University's leadership, including the President and senior management, is responsible for promoting a culture of compliance and integrity and ensuring that adequate systems and controls are in place to prevent bribery and corruption.

b. All employees and students are responsible for familiarizing themselves with this policy and complying with its provisions in their day-to-day activities.

c. Managers and supervisors are responsible for enforcing this policy within their respective areas of responsibility and for promptly reporting any suspected violations to the appropriate authorities.

d. The Compliance Officer, appointed by the University, is responsible for overseeing the implementation of this policy, investigating reported incidents of bribery or corruption, and recommending corrective actions as necessary.

### Reporting and Whistleblowing

The University encourages employees, students, and other stakeholders to report any suspected violations of this policy or any other unethical behavior they may become aware of. Reports can be made confidentially and without fear of retaliation through established reporting channels, including the University's whistleblower hotline and email.

### Consequences of Violations

Violations of this policy will result in disciplinary action, up to and including termination of employment or expulsion from the University, as well as potential civil or criminal penalties under applicable laws and regulations. The University may also take legal action against individuals or entities involved in bribery or corruption.

### Review and Update

This policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

By adhering to this Anti-Bribery and Anti-Corruption Policy, the University reaffirms its commitment to ethical conduct, integrity, and accountability in all its activities and operations.