

Anti-Bribery and Corruption Policy

1. Introduction

Woxsen University is committed to maintaining the highest standards of ethics, integrity, and transparency. This Anti-Bribery and Corruption Policy underscores our zero-tolerance stance on bribery, corruption, and unethical practices in any form. This policy aligns with applicable laws and regulations, including the Prevention of Corruption Act, 1988 (India), and is applicable to all stakeholders of the university.

2. Scope

This policy applies to:

- All students, faculty, staff, and contractors of Woxsen University.
- Vendors, consultants, and third-party representatives working with or on behalf of the university.
- Activities conducted on campus, off-campus, and in digital or remote settings.

3. Definitions

- **Bribery:** Offering, giving, receiving, or soliciting something of value as a means of influencing the actions of an individual or organization.
- **Corruption:** Abuse of entrusted power for private gain, which can include bribery, embezzlement, fraud, and other unethical behaviors.

4. Policy Statement

Woxsen University prohibits:

- Offering or accepting bribes in any form, whether in cash, gifts, hospitality, or other benefits.
- Using unethical means to influence decisions or gain unfair advantages.
- Engaging in activities that undermine ethical practices, transparency, or institutional reputation.

5. Key Principles

5.1 Zero Tolerance:

- All forms of bribery and corruption are strictly prohibited.

5.2 Reporting:

- Employees and students must report suspected incidents of bribery or corruption immediately.

5.3 Gifts and Hospitality:

- Gifts or hospitality that could influence decisions or create conflicts of interest are not permitted.
- Any permissible gifts or hospitality must be of nominal value and comply with university guidelines.

5.4 Due Diligence:

- The university will conduct due diligence on vendors, contractors, and other third parties to ensure compliance with anti-bribery and corruption laws.

6. Compliance and Monitoring

- The university will maintain proper records of financial transactions and procurement processes to ensure transparency.
- Regular audits will be conducted to detect and prevent unethical practices.
- Training programs will be provided to staff, students, and other stakeholders on anti-bribery and corruption measures.

7. Reporting Mechanism

- Reports of bribery or corruption should be made to the **Ethics and Compliance Office**.
- Reports can be submitted anonymously through the dedicated email: compliance@woxsen.edu.in
- The university will ensure that all complaints are addressed promptly, confidentially, and impartially.

8. Disciplinary Action

- Any individual found violating this policy will face strict disciplinary measures, including suspension, termination, or legal action.
- Contractors or vendors involved in corrupt practices may face contract termination and legal proceedings.

9. Legal Compliance

- The university will comply with all applicable anti-bribery and corruption laws and regulations.

10. Policy Review

- This policy will be reviewed biennially to ensure it remains relevant and aligned with legal standards and best practices.

Contact Information

Ethics and Compliance Office

Officer In charge: Dr.Sreelatha Annamaneni

Email: compliance@woxsen.edu.in , icc@woxsen.edu.in

Office Address: Woxsen University, Hyderabad

This policy was approved by the Management Team on 12th March 2021 and last reviewed on 30th July 2024.