

ANTI-BRIBERY AND CORRUPTION POLICY

Rationale

The University of Mindanao is committed to conduct business transparently, honestly, with integrity, and to the highest ethical standards. In furtherance of this commitment, the University hereby adopts this Anti-Bribery and Anti-Corruption Policy.

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Statement of Principle

—The University has a zero tolerance approach to any kind of bribery and corruption. Common examples of corruption include extortion, fraud, insider dealing, kickbacks, and facilitation payments. All forms of bribery and corruption are unacceptable and will not be tolerated.

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Scope

—This Policy applies to all members of the University community and covers all activities and transactions entered into by the University, its directors, officers, employees and students.

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Definition of Terms

Corruption is the misuse of entrusted power for personal gain.

Bribery refers to the offering, giving, promising, soliciting, or receiving of any kind of item of value as a means of influencing the actions of a person holding a position of trust or power or to obtain an improper advantage.

A facilitation payment is akin to a bribe. It is a financial payment that is made with the intention of expediting an administrative process. It is a payment made to a public or government official that serves as an incentive for such person to complete some action or process expeditiously, to the benefit of the person making the payment.

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Policy

—The University, its directors, officers, employees, or students shall not give or receive, whether directly or indirectly, bribes or other improper advantage such as facilitation payments for business or personal gains. This includes improper payments to or from any person, any government official, or any individual dealing with the University.

Directors, officers, employees and students shall not directly or indirectly, offer or give, or request or receive any gift or payment which is, or may be construed as being, an attempt to influence decisions related to the University's business.

Teachers shall not demand, solicit, accept, or receive any gift, hospitality or contribution from their students which is, or may be construed as being, an attempt to give them grades that are

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not based on their scholastic performance. Likewise, students shall not offer or give any gift, hospitality, or contribution to any faculty, official, or employee in consideration of a grade they do not deserve.

Hospitality and gifts may be offered and received only in the normal course of business, subject further to the following requirements:

- (a) It is not made with the intention of influencing a person to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in exchange for favors or benefits;
- (b) It is given in the name of the University;
- (c) It does not include cash;
- (d) It is appropriate in the circumstances;
- ~~(e) It is given openly, not secretly.~~

Any demand for or offer of a bribe must be rejected and immediately reported to University authorities.

Individuals must disclose any actual or potential conflicts of interest that may influence their decision-making or compromise their impartiality in University matters.

Compliance and Disciplinary Consequences

Compliance with this Policy is mandatory. All University employees, students, partners, contractors, suppliers, concessionaires, and relevant stakeholders are expected to strictly adhere to the provisions of this Policy. Non-compliance may result in disciplinary action in accordance with the University's Code of Conduct and Discipline or the Student Handbook, as the case may be; or the cancellation or non-renewal of contracts or blacklisting for suppliers, contractors and concessionaires. The University reserves the right to investigate any suspected violations and take appropriate action to uphold the integrity and ethical standards of the institution.

In cases when bribery, facilitation payment, or other corruption is concealed, or continues after it is discovered, appropriate sanctions shall be imposed on the persons involved.

Trainings

The University shall conduct regular training and awareness programs on anti-bribery and anti-corruption policies and procedures to ensure that all members of the community understand their obligations and responsibilities.

Implementation and Review

The implementation of this Policy shall be the responsibility of the Human Resource Management and Development Office (HRDMO), in coordination with relevant departments and offices. All units are expected to integrate the principles of this Policy into their operations and ensure that employees and affiliated personnel are informed and comply with its provisions.

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This Policy shall be reviewed at least once every two (2) years, or as may be necessary, to ensure its continued relevance and effectiveness. The review shall be initiated and led by the HRMDO, or any designated office or committee, and submitted to the Quality Management Office for review and evaluation. Proposed revisions shall be subject to the approval of the Executive Committee, in accordance with established institutional procedures. All approved updates shall be formally communicated to stakeholders.

Signed:

(SGD) GUILLERMO P. TORRES, JR.
University President

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Reference

Code of Discipline
Section IV. Misconduct/Misbehavior; Item Nos. 17, 25, 25, 27, 40
Section VII. Conflict of Interest

Employee Manual

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Part IV: Employee Conduct and Discipline