STATE TOURISM AGENCY

AZƏRBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

ANTI-BRIBERY AND CORRUPTION POLICY

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Introduction

Bribery and corruption are crimes that, by misusing authority, subverting government interests, and putting personal interests ahead of legality and justice, also lead to dishonesty and dishonor.

These activities undermine people's trust, jeopardize democracy and effective governance, exacerbate poverty, foster social division, breach the principle of equality, and result in unfair enrichment.

As the name implies, the existence of bribery, fraud, and corruption in a corrupt society, as well as in higher education institutions, has a tremendous impact on the young generation's aspirations of living with dignity and weakens their faith in justice.

Azerbaijan Tourism and Management University (ATMU) consistently fights against such negative situations, explains the essence of the policy conducted among the academic and administrative staff, as well as students, ensures that they approach their work honestly, fairly and professionally, organizes monitoring and accountability.

Legal Base

The Criminal Code of the Republic of Azerbaijan, the Law of the Republic of Azerbaijan "On Combating Corruption," state programmes adopted in this field, laws, decrees of the President, relevant decisions of the Republic of Azerbaijan's Cabinet of Ministers, codes of conduct, internal disciplinary rules, and so on serve as the legal foundation for the anti-bribery, fraud, and corruption policies. ATMU collaborates with individuals and legal companies, as well as essential agreements to which the Republic of Azerbaijan is a party.

Objective

The purpose of the anti-bribery and anti-corruption policy is to prevent such negative, illegal, unfair actions, activities and processes, to ensure transparency, control, accountability, to apply national norms and international standards in the activities of the University and to reduce risks.

The main objectives of ATMU's anti-bribery, fraud and anti-corruption policy are:

- To implement preventive measures related to bribery and fraud.

- To organize educational events against corruption.

- To organize a mechanism for the transmission of information about possible negative actions between professors and teaching staff and administrative staff.

- To promote moral values such as justice, honesty, trust and accountability.

- Improve transparency and accountability system.

- To create a mechanism for honest assessment of knowledge through a student-centered, knowledge, skill and competence-based education system.

- Prioritizing knowledge, ability and merit in hiring and assigning positions.

- To achieve investigation and action of corruption complaints through transparent and easy platforms.

Current Situation

The current state of the fight anti- bribery and corruption in ATMU is as follows:

- A plan of measures for the fight against corruption was prepared, the responsibility of each structure in this field was determined, and the functions of the heads of the structures were explained.

- A person responsible for internal control has been identified at ATMU.

- Students and employees, as well as parents, can contact the rector, vice-rectors, deans, the person responsible for internal control, express their complaints, comments and suggestions through corporate e-mail and (or) directly.

- Rules of Conduct, internal disciplinary rules for professors, teaching staff and employees have been defined, and a Disciplinary Commission has been formed.

- The disciplinary commission operates independently, reviews appeal related to violations of the rules, and makes relevant decisions.

- Organize trainings, seminars and other information events among students.

- He closely cooperates with the psychologist without touching the secrets of personal life, takes measures to solve the negative motivations of the students and the problems they encounter.

- During the examination period, a Control Commission and an Appeal Commission are created to deal with students' complaints, and most appeals are carefully investigated.

- Opportunities, information, and results of surveys of student organizations and student trade union organizations are used, appropriate decisions are made

Strategy Implementation

Anti-bribery and anti-corruption policies are planned at ATMU. Measures are short-term and long-term according to their nature and duration.

Short-term action plan (3-5 years):

1. Preparation of commissions, formation of structural units, appointment of responsible persons for the formation of anti-bribery and corruption policy in ATMU.
2. Organization of the work of the Disciplinary Commission at ATMU, the law and discipline that occurred
3. To explain the essence of the anti-bribery and corruption policy among students and employees, to organize training, seminar, and other events for this purpose.
4. Regulate professional rules and procedures for students to apply effectively.
5. To conduct anonymous surveys among students regarding the activities of professors and administrative staff, and transparently analyze their results.
6. Recruitment, promotion, appointment to vacant positions, etc. to develop an effective action mechanism, selection methodology and criteria in personnel matters.
7. Forming and providing a mechanism for increasing social activity together with local partners
8. Conducting a risk assessment by determining the area susceptible to anti-bribery and corruption

Long-term action plan (10-13 years):

1. To carry out continuous monitoring, audit, investigation, inventory, confrontation and other procedures in order to ensure the protection of the material technical base and financial resources.
2. Implementation of e-learning procedures and platforms.
3. Cooperate with state bodies and civil society institutions with anti-bribery and anti-corruption measures.
4. Review findings, breach analysis and review – make updates to internal rules, procedures and policies as a result of the review as well as changes in legislation.
5. Organization of complaint mechanism and monitoring mechanism for bribery and corruption
6. Forming and providing a mechanism for organizing social activity together with international partnerships.
7. Establishing a framework for policy support, using the necessary tools and raising awareness, ensuring and promoting the protection of rights

Stakeholder Engagement

ATMU's anti-bribery, fraud and corruption policy covers professors, teachers, administrative, technical staff and students of ATMU. Also establishing external partnerships while ensuring availability of consultancy services in accordance with policy.

To regulate the strengthening of ATMU's profile in terms of promotion and transparency, establishing cooperation in the direction of taking appropriate steps in the involvement mechanism, open-mindedness and resolution.

Cooperation with NGOs on organizing trainings, consultations, establishing partnerships in the organization of social projects.

Monitoring & Evaluation

Conducting internal audits on anti-bribery and corruption policy, organizing reviews and applying the assessment mechanism, applying the feedback mechanism to ensure anonymous reporting and participation, regular updates on the structures of ATMU, as well as forms for the organization of assessment methods will be presented.

Outcome & Reporting

- The Disciplinary Commission will decide on its own, adhering to local rules and regulations, and what everyone's roles and obligations are in the fight anti- bribery and corruption.

- Giving the relevant departments' and structures' annual reports in line with the action plan.

- The prompt release of information about the rector and the pertinent structure in the event of a force majeure.

Examining the processes used for applications filed in compliance with the Control and Appeals Commission's operations and implementing corrective action when necessary.

- The rector's instruction to establish special oversight during the Appeals Commission's formation to ensure impartial evaluation at the conclusion of each semester

- References and reports are written, infractions and negative behaviors are analyzed, suggestions are given to avoid potential acts in the future and to take preventive measures, and sanctions are implemented at the conclusion of the commissioners' activities.

Resource Allocation

To achieve the goals of the anti-bribery and corruption policy, relevant working institutions, individuals, and commissions are involved:

- Experienced, qualified and qualified human resources

- Adequate financial resources
- Sufficient infrastructure
- Technical resources and opportunities
- Legal support
- Awareness measures
- Involvement of third parties

Periodic Updating

The Anti-Bribery and Corruption Policy Document will be updated in the event of changes in Azerbaijan Republic laws, additions to ATMU's internal regulatory documents, and during ATMU's charter renewal, in cases where different areas are prioritized in accordance with goals and missions. Also, updates will be provided based on the effectiveness of the methods used during the current accountability period.