



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
عمادة الجودة والاعتماد الأكاديمي
Deanship of Quality & Academic Accreditation

POLICY AND PROCEDURE

Governance, Leadership, and Management		Anti-Bribery and Anti-Corruption Policy	
		IAU- Policy & Procedures Unit, DQAA	Policy Code: IAU-VPA-2025-0031-000
Effective from: 20 Apr 2025		Supersedes: Nil	Date: 24 March 2025
Expiry Date: 26 Apr 2028	Review Date: 26 Jan 2028	No. of Pages: 4	Revision NO: 0

1- TITLE:

Anti-Bribery and Anti-Corruption Policy and Procedures at Imam Abdulrahman Bin Faisal University (IAU).

2- PURPOSE:

- 2-1 The policy reaffirms the university's commitment to operating by all relevant laws and regulations, including the anti-corruption statutes of the Kingdom of Saudi Arabia.
- 2-2 The policy is intended to maintain the highest moral standards and advance an honest and open culture.
- 2-3 The policy is designed to safeguard the university community from allegations of misconduct.
- 2-4 The policy outlines the University's stance on anti-bribery, adhering to the prevailing laws and regulations of Saudi Arabia. It aims to establish a feasible and practical approach to fulfilling the specified policy objectives across all University operations, fostering a culture of anti-bribery.

3- SCOPE:

- 3-1 This policy applies to all members of the IAU community, including faculty, staff, students, contractors, visitors, partnerships, and any other individuals involved in university programs and activities, as well as partners and third parties acting on behalf of and/or with the University. This includes, but is not limited to, consultants, suppliers, subsidiaries, and joint venture partners of the university.

4- DEFINITIONS:

- 4-1 **Bribery:** Refers to the offer, giving, solicitation, or acceptance of something of value in exchange for influencing an official or other individual who is performing a public or private duty.
- 4-2 **Corruption:** This refers to the abuse of vested power for personal gain, such as bribery, nepotism, or fraud.
- 4-3 **Facilitation Payments:** These are small payments made to secure or expedite a regular government action that constitutes the normal function of a public official.
- 4-4 **Conflict of Interest:** A situation in which the interests (family, personal, friends, or affiliations) of an individual may conflict with those of the university.
- 4-5 **Third Party:** Any individual or organization that provides goods or services to the university, including contractors, suppliers, vendors, or consultants.

5- POLICY:

- 5-1 IAU upholds high standards of integrity and ethical conduct in all its business activities and relationships.
- 5-2 The university is committed to upholding its values while adhering to current laws and regulations regarding bribery and corruption.
- 5-3 IAU prohibits anyone associated with the University from offering, giving, soliciting, or accepting any bribe in whatever form to or from any person or company (public or private).
- 5-4 IAU considers bribery a serious offense; if it occurs, the University will take firm action as required by the specific circumstances, which may bring potential criminal liability and severe penalties.

6- PROCEDURES:

6-1 Responsibility of the University Community and Compliance:

- 6-1.1 All university staff, faculty, and students are required to read, understand, and comply with this policy.
- 6-1.2 Partners working with IAU and any other third parties acting on behalf of the University must read, understand, and abide by the University's anti-bribery and anti-corruption policy to enable the University to meet all relevant legal and regulatory requirements.



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- 6-1.3 The university administration must provide adequate training and support to ensure a comprehensive understanding of anti-bribery and anti-corruption programs at all levels.
- 6-1.4 Designated Compliance Officers are responsible for overseeing the implementation and enforcement of this policy.
- 6-1.5 The university community must refrain from engaging in any form of bribery or corruption.
- 6-1.6 Everyone is responsible for fully cooperating with any investigations into alleged bribery or corruption.

6-2 Prohibition of Gifts and any Entertainment:

- 6-2.1 Faculty, staff, and any other affiliates must not accept gifts, hospitality, or favors that may impact or be perceived to impact their actions or decisions.
- 6-2.2 Any gift with a value exceeding the threshold (as outlined in other regulations) should be notified to and approved by the university compliance authority.
- 6-2.3 Soliciting, providing, receiving, or making bribes, kickbacks, or other unwarranted inducements.
- 6-2.4 Making, facilitating, or receiving payments to expedite ordinary government operations.
- 6-2.5 Engaging in conflicts of interest that may lead to corrupt activities.
- 6-2.6 Falsification or concealment of documents to cover up acts of bribery or corruption.

6-3 Training Programs to Raise Awareness

- 6-3.1 The IAU administration must conduct periodic training and awareness programs to raise awareness of its anti-bribery and anti-corruption policies and procedures. All employees and applicable stakeholders will be trained on their responsibilities and obligations under this policy.

6-4 Risk Assessment & Management:

- 6-4.1 The university administration must continually conduct risk analyses to identify weaknesses susceptible to bribery and corruption and implement improvements wherever applicable.
- 6-4.2 All Colleges, Deanships, Directorates, Centers, Departments, and units must review their operations for potential hazards and create strategies to control identified risks.
- 6-4.3 Risk management is an integral part of the university's overall governance process. It assists in identifying the precise areas where the university may be exposed to bribery and corruption risks, allowing mitigation measures, plans, and safeguards to be put into action. The University may be exposed to various bribery risks in multiple aspects of its operations and across different geographical locations. These risks include, but are not limited to:
 - 6-4.3.1 The University's procurement of goods and services, notably the award of tenders and contracts.
 - 6-4.3.2 Tenders and bidding for research contracts which are issued by the University.
 - 6-4.3.3 Acceptance and Offer of Gifts and Hospitality.
 - 6-4.3.4 Recruitment activities, particularly from abroad.
 - 6-4.3.5 Partnerships, collaboration, joint ventures, affiliations (academic as well as business)
 - 6-4.3.6 Student examination/evaluation.
 - 6-4.3.7 Subsidiaries and spin-off firms.

6-5 Reporting Procedures:

- 6-5.1 Any individual who suspects a violation of this policy must report it to their supervisor, department head, or the university-designated authority or through authorized whistleblower procedures.
- 6-5.2 If anyone suspects bribery or corrupt activities related to business at the University, they must raise their concerns immediately to the immediate supervisor.
- 6-5.3 All reports should be prepared in good faith. It is strictly prohibited to take revenge or retaliate against individuals who report responsibly.

6-6 Due Diligence:



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6-6.1 Third parties engaged in university activities must undergo adequate due diligence to assess their integrity and ethics.

6-6.2 Third-party agreements must include anti-corruption provisions that require compliance with this policy.

6-7 Enforcement of the Policy and Disciplinary Actions:

6-7.1 Any such misconduct is subject to disciplinary action, which may involve, but is not limited to, termination of employment or expulsion from the university.

6-7.2 The university may report any suspected illegal act to the relevant law enforcement authorities.

6-7.3 Besides, individuals convicted of corruption or bribery may be prosecuted and subject to civil penalties.

6-7.4 Bribery is considered a serious offense; if it occurs, the University will take firm action as previously outlined.

7- RESPONSIBILITIES:

- 7-1 University Administration
- 7-2 Finance Director
- 7-3 Faculty, Staff, contractors, and students
- 7-4 Deans, Heads of Departments, and Program Chairs
- 7-5 Director of Human Resources

8- DISTRIBUTIONS:

- University Administration
- Finance Department
- General Directorate of Human Resources
- Colleges, Deanships, Directorates, Centers, and all entities of the University
- P&P Unit, DQAA
- IAU website

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REVIEW/ REVISION DATE	REVISION	NUMBER	SUMMARY OF CHANGES	NAME OF PROPONENT