

Anti- Bribery & Corruption Policy

Preamble:

AMET is committed to upholding the highest standards of ethics, integrity, and transparency in all its activities and relationships. This Anti-Bribery and Corruption Policy is designed to prevent bribery, corruption, and unethical practices in any form within the university's operations and interactions with external parties.

Purpose:

To let merit of the case be the guiding criteria in all transactions and dealings, unsullied by greed and vested interests. It also aims to protect gullible students from being targeted by corrupt operators promising them admissions or placement or better grades in exchange for money or favours.

Scope:

- All Management, Students, Faculty, Instructors, Staff, Vendors, Agents and Visitors
- All AMET owned or operated properties
- All activities interfacing with AMET in the routine operations of the University.
- All AMET sponsored events, activities, internships, and study tours, regardless of location.

Policy Provisions:

Definitions:

a. Bribery: Bribery refers to the offering, promising, giving, soliciting, or accepting of any undue advantage, financial or otherwise, to influence or reward the actions or decisions of individuals in a manner that is unethical or illegal.

b. Corruption: Corruption includes any abuse of entrusted power or position for personal gain or to benefit others unlawfully, leading to a breach of integrity, honesty, and trust.

Prohibited Conduct:

The Anti-Bribery and Corruption Policy covers various forms of bribery and corruption, including but not limited to:

- a. Offering, promising, or giving bribes to any individual or entity to obtain or retain business or any other improper advantage.
- b. Requesting, accepting, or receiving bribes or undue advantages to influence actions or decisions.
- c. Misusing AMET resources, positions, or authority for personal gain or to benefit others inappropriately.
- d. Engaging in corrupt practices, embezzlement, fraud, or any other dishonest activities.
- e. Financial bribes or kickbacks: Offering, giving, receiving, or soliciting money, gifts, loans, services, or any other form of financial advantage to influence or gain an improper advantage in business or decision-making processes.
- f. Improper benefits and advantages: Providing or accepting non-financial benefits, such as lavish hospitality, favours, excessive entertainment, or other perks that may compromise objectivity or integrity.

g. Extortion and coercion: Demanding or forcing individuals or entities to provide money, assets, or other valuables through threats, intimidation, or misuse of power.

h. Facilitation payments: Making small, unofficial payments to expedite routine or necessary actions, even if they are customary or expected in a particular country or culture.

i. Nepotism and favouritism: Engaging in unfair practices that grant undue advantages or preferences to friends, family members, or individuals with personal relationships, without considering merit or qualifications.

j. Money laundering: Engaging in transactions or activities aimed at disguising the origins or true nature of illicit funds or assets.

Gifts and Hospitality:

a. AMET acknowledges that the exchange of gifts and hospitality may occur in the normal course of business and relationships.

b. However, gifts and hospitality should not be excessive, frequent, or offered with the expectation of receiving undue advantages in return.

c. All gifts and hospitality must be recorded and approved as per AMET guidelines.

Reporting Procedure:

a. Any member of the university community who suspects or witnesses any act of bribery, corruption, or unethical behaviour must report the incident promptly to the appropriate authorities.

b. Reports can be made to the following: - For students, staff and faculty: Internal Complaint Committee - For students: Office of the Dean, Student Welfare - For staff and faculty: Proctor, registrar, Vice Chancellor or immediate supervisor. - For visitors and contractors: Office of the University Administration or designated contact person.

c. The university will ensure that all reports are treated with confidentiality to the extent permitted by law.

Investigation and Disciplinary Action

a. Upon receiving a complaint, the university will conduct a thorough and impartial investigation into the allegations.

b. If bribery, corruption, or unethical conduct is substantiated, appropriate disciplinary action will be taken, which may include termination of employment or contractual relationships and legal action and reporting to authorities.

Cooperation with Authorities:

The university will fully cooperate with law enforcement and regulatory authorities in any investigation related to bribery, corruption, or unethical behaviour.

Support System:

A Psychological Counsellor is available to all cadets 24x7 for advice and discussion and the Cadet Complaint Resolution Cycle (CCRC) starting with registering an online complaint and ending with the resolution of the grievance ensures all complaints are addressed in a given time frame and seen to resolution.

An annual training regards the policy will be organised post each annual or other review to familiarise the students and staff of the changes and the attendance log for the same maintained for inspection.

Recordkeeping & Communication:

All instances of punishment and recommendations of the Internal Complaints Committee are recorded and made available for inspection.

Students facing punishment are advised in writing of the reasons and the punishment with a copy to their parents or guardians.

Closure records for all cases and policy acknowledgment receipts from all stakeholders are maintained in a secure, central repository as part of the institutional audit trail.

Review of the Policy:

The Policy will be reviewed annually or after each major incident or change in the laws of the land.