

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
WEST UKRAINIAN NATIONAL UNIVERSITY**

APPROVED
Rector of West Ukrainian National University
December 14, 2020
Rector Andriy Krysovatty

ANTI-CORRUPTION PROGRAMME 2021

WEST UKRAINIAN NATIONAL UNIVERSITY

APPROVED
Resolution of the General Assembly of University Staff
West Ukrainian National University
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PREAMBLE

With this Anti-Corruption Programme, West Ukrainian National University (hereinafter - the University) declares that its employees, administration and rector are guided by the principle of zero tolerance to any manifestations of corruption and will take all measures provided by law to prevent, detect and combat corruption and related actions in the internal University activities and legal relations with partners and stakeholders, including public authorities and local governments.

This Anti-Corruption Programme is developed on the basis of the Law of Ukraine "On Prevention of Corruption", the provisions of the Standard Anti-Corruption Programme of a Legal Entity (approved by the National Agency Decision No. 75 on March 2, 2017 and registered in the Ministry of Education and Science of Ukraine on March 10, 2017 under No. 1/9-252), Standard Regulations on the Authorized Department (Person) for the Prevention and Detection of Corruption (approved by the National Agency Decision No. 102/20 of March 17, 2020 and registered in the Ministry of Justice of Ukraine on April 21, 2020 under No. 361/34644).

I. GENERAL PROVISIONS

1. The University's Anti-Corruption Programme for 2021 has been developed in accordance with the Constitution of Ukraine, the Law of Ukraine "On Prevention of Corruption" and other anti-corruption legislation of Ukraine.

2. The Anti-Corruption Programme is a set of rules, standards and procedures for detecting, combating and preventing corruption in the activities of the University.

3. The Anti-Corruption Programme was approved by the General Assembly of University staff and order of the Rector of the University.

4. The text of the Anti-Corruption Programme is always in open access for employees and administration of the University, as well as for its partners via the official website of the University.

II. SCOPE AND PERSONS RESPONSIBLE FOR THE IMPLEMENTATION OF THE ANTI-CORRUPTION PROGRAMME

1. The Anti-Corruption Programme applies to all stakeholders of the educational process, employees of the University, including persons undergoing training / internship at the University or employed under individual subcontracts, which can be equated to employment contracts.

2. The Anti-Corruption Programme is also used by the University in its legal relations with partners, including public authorities and local governments.

3. The implementation of measures to enforce (execute) the Anti-Corruption Programme is within the powers of:

- 1) Rector of the University;
- 2) Commissioner for Prevention and Detection of Corruption, responsible for the implementation of the Anti-Corruption Programme (hereinafter - the Commissioner), whose legal status is determined by law and the Anti-Corruption Programme;
- 3) administration of all levels and other employees of the University.

III. ANTI-CORRUPTION MEASURES IN THE ACTIVITIES OF THE UNIVERSITY

1. List of anti-corruption measures in the activities of the University

1. The University ensures the development and implementation of measures that are necessary and sufficient to prevent, detect and combat corruption in its activities.

2. Anti-corruption measures include:

- 1) periodic assessment of corruption risks in the activities of the University;
- 2) anti-corruption standards and procedures for the activities of the University.

3. The main anti-corruption standards and procedures of the University are:

- 1) acquaintance of new employees with the content of the Anti-Corruption Programme, training events on preventing and combating corruption;
- 2) anti-corruption inspection of business partners;
- 3) provisions on mandatory compliance with the Anti-Corruption Programme;
- 4) criteria for selecting business partners of the University;
- 5) restrictions on the University's support of political parties, charitable activities;
- 6) mechanism for reporting the signs of violation of the Anti-Corruption Programme, signs of a corruption or corruption-related offense, as well as the confidentiality of such reports and the protection of whistle-blowers;
- 7) implementation of anti-corruption functions by the Commissioner and employees;
- 8) the procedure for reviewing whistle-blower reports, including internal investigations and disciplinary action;
- 9) professional ethics and responsibilities and prohibitions for employees;
- 10) mechanisms for preventing and resolving conflicts of interest;
- 11) restrictions on gifts;
- 12) supervision and control over compliance with the requirements of the Anti-Corruption Programme.

2. Periodic assessment of corruption risks in the activities of the University:

1. The University carries out an internal assessment of corruption risks in its activities at least once a year.

2. Corruption risk is a reasonable likelihood of a corruption or corruption-related offense or violation of the requirements of the Anti-Corruption Programme.

3. Corruption risk assessment at the University is conducted by the Corruption Risk Assessment Commission.

The procedure and composition of the Commission are approved by the rector (hereinafter - the Commission).

The Commission consists of the Commissioner (chairman of the Commission), heads of structural units of the University, as well as other employees appointed by the rector in agreement with the Commissioner.

During the assessment of corruption risks, other employees of the University or independent experts or specialists may be involved in the work of the Commission without becoming its members at the initiative of the Commissioner.

The Commissioner takes into account the scope of the duties of members of the Commission at the University when allocating functions in order to avoid conflicts of interest or bias in the work of the Commission.

4. The Commission's goal is to prevent, identify and eliminate corruption risks in the activities of the administration and staff of the University.

5. Corruption risks in the activities of the University are divided into internal and external.

Internal corruption risks are identified in the organizational and managerial, financial and economic, personnel, legal procedures of the University.

External corruption risks are identified in the activities of business partners, including public authorities, local governments, with which the University has business relationships.

6. Corruption risks are defined, described and classification by categories and types based on the results of their identification by the Commission in accordance with the procedure of its activity.

7. Based on the results of the assessment of corruption risks in the activities of the University, the Commission prepares a written report, which is signed by all the members.

The report is compiled according to the form and structure determined in the procedure of the Commission's activity.

The report on the results of the corruption risk assessment is submitted to the rector of the University and must contain:

- 1) identified corruption risks, as well as their catalysts and conditions that contribute to them;
- 2) assessment of identified corruption risks;
- 3) proposals for measures to prevent, eliminate (reduce) the level of identified corruption risks.

The text of the report is made available to the University staff and can also be published on the University website.

8. If the Commissioner uncovers violations of the Anti-Corruption Programme, or corruption or corruption-related offenses during the assessment of corruption risks, he proposes the rector to conduct an internal investigation in the manner prescribed by Section XIII of the Anti-Corruption Programme.

9. The university must invite an external assessment of corruption risks at least once every five years, conducted by organizations providing audit, legal or consulting services, or independent experts.

10. Based on the results of the report on the internal and / or external assessment of corruption risks, the rector takes the necessary measures to prevent, detect and combat corruption in the activities of the University, even changing existing anti-corruption standards and procedures if necessary.

3. Description of anti-corruption standards and procedures of the University

1. In order to ensure the appropriate anti-corruption culture among new employees, the Commissioner, as well as other persons acting on behalf of the University, is required to make them aware of the provisions of the Law, the Anti-Corruption Programme and related documents.

2. Provisions on the obligation to comply with the Anti-Corruption Programme are included in the internal regulations of the University, regulations on structural units, all employment contracts, and may also be included in other contracts concluded by the University.

Exemplary forms of anti-corruption reservations are developed by the Commissioner taking into account the areas of activity of the University.

3. The University selects business partners according to criteria based on transparency, competitiveness, quality of goods, works and services, and reliability.

4. Criteria and procedures for selecting business partners for various areas of University activity are developed by the Commissioner and approved by the rector.

5. The Commissioner conducts an anti-corruption inspection of existing or potential business partners of the University in order to assess the presence of corruption risks. At the same time, the Commissioner checks whether the business partner has the reputation of an entity whose activities are related to corruption (even in the absence of relevant court decisions), and whether the business partner will be used as an intermediary for granting third parties (or receiving from third parties) illicit gain.

Anti-corruption inspection is carried out in accordance with the requirements of the Anti-Corruption Programme, as well as standards for various areas of University activity developed and approved by the Commissioner. Inspection materials are stored for at least 5 years.

Based on the results of the anti-corruption inspection of the business partner of the University, the Commissioner makes a written recommendation to the Rector.

In case of a negative recommendation of the Commissioner, to continue or start a legal relationship with such a business partner the rector must pass an informed decision on this issue.

6. The Commissioner publishes the relevant information on information stands on the University premises and on the official website of the University in order to inform the University staff about the instances of violation of the Anti-Corruption Programme, corruption or corruption-related offenses. Such information must contain:

- 1) - phone number for notifications +38 (0352) 47-58-67;
- 2) - email address for notifications ya.bodnarchuk@wunu.edu.ua ;
- 3) - office hours of the person authorized to receive oral and written notifications - on working days from 14:00 to 16:00.

The Commissioner develops a standard notification form.

The Commissioner keeps a register of reports on violations of the Anti-Corruption Programme or signs of corruption or corruption-related offenses. The procedure for maintaining the relevant register shall be approved by the rector at the proposal of the Commissioner.

The terms and procedure for consideration of reports on violation of the Anti-Corruption Programme, corruption or corruption-related offenses by the Commissioner shall be established in the regulations approved by the rector upon the submission of the Commissioner.

IV. NORMS OF PROFESSIONAL ETHICS OF UNIVERSITY EMPLOYEES

1. Employees of the University are obliged to strictly adhere to the generally accepted ethical norms of conduct and the requirements of the Code of Ethics of the University when performing their duties.

2. University employees are tolerant and respectful of the political views, ideological and religious beliefs of others, and undertake not to use their powers in the interests of political parties and / or politicians.

3. University employees act objectively, regardless of personal interests, personal attitude to any person, their political views, ideological, religious or other personal views or beliefs.

4. University employees conscientiously, competently, timely, effectively and responsibly perform their duties, make decisions and follow instructions authorities and officials to whom they are subordinated, accountable or answerable; they prevent abuse and inefficient use of funds and property of the University.

5. University employees do not disclose or use in any other way confidential information that became known to them in connection with the performance of their duties, except as provided by law.

6. Regardless of personal interests, University employees refrain from implementing decisions or instructions of the University administration if they pose a threat to the legally protected rights, freedoms or interests of individuals, legal entities, state or public interests or are contrary to law.

7. University employees independently assess the legitimacy of the decisions or instructions provided by the administration and the possible damage that will be caused in case of execution of such decisions or instructions.

If the University employee is instructed to execute decisions or orders that they consider illegal or threatening the legally protected rights, freedoms or interests of individual citizens, legal entities, state or public interests, they must immediately notify their immediate supervisor in writing, or the rector of the University and the Commissioner.

V. RIGHTS AND RESPONSIBILITIES OF UNIVERSITY EMPLOYEES (EXCEPT THE COMMISSIONER)

1. The rector, employees and other persons acting on behalf of the University have the right to:
 - 1) make suggestions for improving the Anti-Corruption Programme;
 - 2) to ask the Commissioner for consultations on the implementation of the Anti-Corruption Programme and clarifications on its provisions.
2. The rector and University employees are obliged to:
 - 1) comply with the relevant requirements of the law, the Anti-Corruption Programme and related internal documents, as well as ensure the practical implementation of the Anti-Corruption Programme;
 - 2) perform their direct duties taking into account the interests of the University;
 - 3) immediately inform the Commissioner and / or the rector about violations of the Anti-Corruption Programme (or about incitement to such actions), corruption or corruption-related offenses by other employees of the University or other individuals or legal entities with which the University is or plans to be in business;
 - 4) immediately inform about the occurrence of a real or potential conflict of interest in the manner prescribed by the Anti-Corruption Programme;
 - 5) refrain from conduct that may be construed as a willingness to commit a corruption offense related to the activities of the University;
 - 6) not to commit and not to participate in corruption offenses related to the activities of the University.
3. Employees and the rector of the University are prohibited to:
 - 1) use their official powers or their position and related opportunities in order to obtain undue benefit for themselves or others;
 - 2) use any property of the University or its funds in private interests;
 - 3) claim or receive any tangible or intangible benefit (for themselves or for relatives) in connection with their official duties, which are not provided for in the employment or other contract between them and the University;
 - 4) organize, be an intermediary or personally make any cash or non-cash payments or arrangements with business partners of the University, if such payments or arrangements are not provided for in current legislation;
 - 5) directly or indirectly influence the decisions of University employees in order to obtain any tangible or intangible benefits for themselves or for relatives, which are not provided for in the employment or other contract between them and the University;
 - 6) take any actions that directly or indirectly incite other employees, the rector of the University to violate the requirements of the law or the Anti-Corruption Programme.
4. The employees, the rector of the University are not allowed to extort, request, or receive gifts for themselves or third parties from legal entities or individuals (directly or through others) in connection with their powers or their position and related opportunities.

The employees, the rector of the University may accept gifts that correspond to generally accepted notions of hospitality (for example, gifts in the form of souvenirs, food and beverages, invitations to entertainment events, reimbursement of transportation and hotel accommodation), except as provided in paragraph 5 of this section, if the value of such gifts does not exceed the subsistence level established by law.

The restriction on the value of gifts provided for in this paragraph does not apply to gifts which: are given by relatives; are received as public discounts on goods, services, public winnings, prizes, rewards, bonuses.

If the employees, the rector of the University find a gift which is banned in the office, or if they are offered to receive such a gift, they are obliged to immediately, no later than within one working day:

- 1) refuse the offer;
- 2) if possible, identify the person who made the offer;

- 3) involve witnesses, if possible, from among the employees of the University;
- 4) notify the Commissioner and the immediate supervisor (if any) or the rector of the University of the offer in writing.

An act shall be drawn up on the discovery of property that may be an illegal benefit or gift, which shall be signed by the person who discovered the illegal benefit or gift, and by their immediate supervisor or the rector of the University, or the Commissioner.

If the property that may be an illegal benefit, or a gift is found by the rector of the University or the Commissioner, the act of discovery of such property is signed by this person or a person authorized to perform the duties of the rector of the University in his absence.

5. The employees, the rector, and the persons acting on behalf of the University refrain from offering gifts to civil servants, people's deputies of Ukraine, deputies of local councils, their relatives, actual or potential business partners, their employees or representatives, as well as from any other behaviour that can be regarded as a corruption offense related to the activities of the University.

Gifts may be permitted in cases where they comply with generally accepted notions of hospitality and their value does not exceed the statutory amount.

The general policy of the University regarding the offer of gifts on behalf of the University within the framework of generally accepted notions of hospitality is determined by the rector taking into account the requirements of the legislation.

6. Each instance of offering a gift or receiving a gift within the framework of generally accepted notions of hospitality must be reported in writing within one working day in the form established by the Commissioner; the employees and the rector of the University shall make such reports to the Commissioner.

VI. RIGHTS AND OBLIGATIONS OF THE COMMISSIONER AND EMPLOYEES SUBORDINATED TO HIM (IF ANY)

1. The University Commissioner is appointed by the rector in accordance with the labour legislation and the statutory documents of the University.

2. Any individual who is able to perform the relevant duties as evidenced by their professional and personal qualities, qualifications, and state of health can be appointed as the Commissioner.

3. An individual may not be appointed to the position of the Commissioner in the presence of the circumstances specified in part three of Article 64 of the Law.

4. Work in the positions specified in paragraph 1 of the first part of Article 3 of the Law, as well as any other activity that creates a real or potential conflict of interest with the activities of the University is incompatible with the activities of the Commissioner.

In case of incompatibility, the Commissioner is obliged to notify the rector of the University within two days from the date of such circumstances arising, with simultaneous submission of an application for termination of the employment contract.

5. The Commissioner may be dismissed early in the cases provided for in part five of Article 64 of the Law.

The Commissioner may be dismissed at the behest of the rector of the University with the consent of the National Agency on Corruption Prevention. The procedure for granting such consent was approved by the Decision No. 74 of the National Agency on Corruption Prevention of October 7, 2016 (registered with the Ministry of Justice of Ukraine under No. 1542/29672 on November 28, 2016).

6. The rector of the University shall notify the National Agency on Corruption Prevention of the dismissal of a person from the position of the Commissioner within two working days in writing and shall ensure the immediate submission of a new candidate for the position.

7. The main tasks of the Commissioner are to prepare, ensure the implementation and control over the implementation of measures to prevent, combat and detect corruption at the University.

8. The Commissioner exercises his rights and responsibilities directly. The Commissioner may involve (with the consent of the rector) other employees of the University in the execution of their duties.

9. The Commissioner is independent in fulfilling their duties at the University. Interference in the activities of the Commissioner from the employees, the rector, business partners of the University, as well as any other persons is prohibited.

It is prohibited to impose duties that do not fall within the scope or go beyond the powers of the Commissioner as defined by the Law and the Anti-Corruption Programme, or limit the performance of the Commissioner's powers.

10. The rector of the University must:

- 1) provide the Commissioner with proper materials and organizational working conditions;
- 2) assist the Commissioner in performing the duties provided for in the Law and the Anti-Corruption Programme;
- 3) promptly respond to written and oral appeals, proposals and recommendations of the Commissioner within the scope of implementation of the Anti-Corruption Programme;
- 4) at the initiative of the Commissioner, send inquiries to public authorities, local governments, enterprises, institutions and organizations, regardless of ownership, in order to obtain the relevant information and materials necessary for the performance of the tasks assigned to the Commissioner.

11. In order to perform the tasks assigned to him, the Commissioner is obliged to:

- 1) perform their duties objectively and impartially;
- 2) organize the drafting of internal documents of the University on the development and implementation of the Anti-Corruption Programme;
- 3) develop and submit for approval of the Rector internal documents of the University on issues covered by the Anti-Corruption Programme;
- 4) ensure supervision, control and monitoring of compliance with the Law and the Anti-Corruption Programme by the employees, the rector of the University;
- 5) evaluate the results of the implementation of the measures envisaged by the Anti-Corruption Programme;
- 6) ensure the preparation of a report on the status of implementation of the Anti-Corruption Programme;
- 7) ensure cooperation with persons who in good faith report possible violations of the Anti-Corruption Programme, corruption or corruption-related offenses;
- 8) ensure the preparation and submission of proposals on the plan of inspections of compliance with the requirements of the Anti-Corruption Programme;
- 9) participate in inspections and internal investigations conducted in accordance with the Anti-Corruption Programme;
- 10) participate in the periodic assessment of corruption risks in the activities of the University;
- 11) ensure the creation and maintenance of registers of:
University employees prosecuted for violating the requirements of the Anti-Corruption Programme, committing corruption or an offense related to corruption;
anti-corruption inspections conducted in accordance with the Anti-Corruption Programme;
internal investigations and inspections conducted in accordance with the Anti-Corruption Programme;
notifications of conflicts of interest and violations of the requirements of the Anti-Corruption Programme, corruption offenses or offenses related to corruption;
- 12) organize and conduct anti-corruption inspections of the University's business partners;

13) ensure the confidentiality of information and protection of employees who report violations of the Anti-Corruption Programme, corruption offenses or offenses related to corruption;

14) provide the rector and the employees of the University with clarifications and consultations related to the implementation of the Anti-Corruption Programme;

15) ensure that the public is informed about the measures taken by the University to prevent corruption;

16) cooperate with public authorities, local governments, other legal entities, non-governmental and / or international organizations on issues of corruption prevention;

17) organize training events for the University employees on issues related to the prevention of corruption;

18) participate in the recruitment and hiring of University employees;

19) ensure interaction and coordination between the structural units of the University on the preparation, implementation and control over the measures for the implementation of the Anti-Corruption Programme;

20) perform other duties provided for in the Law, the Anti-Corruption Programme, the employment contract.

12. In order to perform the tasks assigned to him, the Commissioner has the right to:

1) receive written and oral explanations from the employees, the rector of the University on issues related to the Commissioner's powers (including during periodic assessment of corruption risks, anti-corruption inspections of business partners, other inspections, internal investigations and inquiry);

2) receive information and materials from structural units of the University (certified copies of financial, accounting and legal documents, internal official correspondence) on the activities of the University, including documents relating to the organization of (or participation in) procurement of goods, works or services, competitions, etc.;

3) receive drafts of financial, organizational and administrative documents, agreements for their inspection in search of corruption risks;

4) gain access to warehouses, production facilities of the University, conducting control measures in them;

5) get access to the electronic means of data storage and processing available at the University and, if necessary, require registration of the relevant data on a certified paper medium;

6) involve employees of the University in fulfilling the Commissioner's duties, with the consent of the rector;

7) make inquiries with public authorities, local governments, enterprises, institutions, organizations of all forms of ownership to obtain information and materials related to the activities of the University;

8) raise the issue of bringing employees and administration to justice, including dismissal in accordance with the law;

9) petition the Rector on issues pertaining to exercising the powers and fulfilling the duties of the Commissioner in accordance with the provisions of the Anti-Corruption Programme;

10) exercise other rights provided by the Law, the Anti-Corruption Programme, the employment contract and job description.

VII. PROCEDURE FOR THE COMMISSIONER REPORTING TO THE RECTOR

1. The Commissioner prepares a report on the results of the implementation of the Anti-Corruption Programme at least once a year within the terms and in the manner determined by the rector.

2. The report must include information on:

1) the status of implementation of measures defined by the Anti-Corruption Programme;

2) the results of the implementation of measures defined by the Anti-Corruption Programme;

3) violations of the requirements of the Law, the Anti-Corruption Programme and measures taken to eliminate such violations;

- 4) the number and results of inspections and internal investigations;
 - 5) instances of obstruction of proper performance of the Commissioner's duties, establishment of unreasonable restrictions for him, cases of interference in his activities by third parties;
 - 6) available suggestions and recommendations.
3. If necessary, the content of the submitted report is additionally discussed by the Commissioner and the rector of the University.
4. The general results of the implementation of the Anti-Corruption Programme, specified in subparagraphs 1 and 2 of paragraph 2 of this section of the Anti-Corruption Programme, are posted in the public domain in paper and / or digital form, as well as on the University website.

VIII. PROCEDURE FOR SUPERVISION AND CONTROL OVER COMPLIANCE WITH THE ANTI-CORRUPTION PROGRAMME, AS WELL AS EVALUATION OF THE RESULTS OF MEASURES PRESCRIBED THEREIN

1. The Commissioner supervises and continuously monitors the compliance of the employees, the rector of the University with the Anti-Corruption Programme.
2. Supervision and control over the compliance with the Anti-Corruption Programme is carried out by the Commissioner in the following forms:
 - 1) reviewing and responding to reports of violations of the Anti-Corruption Programme, corruption or corruption-related offenses;
 - 2) implementing scheduled and unscheduled inspections of the University employees on the implementation (enforcement) of the Anti-Corruption Programme;
 - 3) examining organizational and administrative, legal, production and financial documents, as well as the corresponding projects.
3. If the Commissioner finds signs of violation of the Anti-Corruption Programme or signs of corruption or corruption-related offense during the supervision or control over the observance of the Anti-Corruption Programme, he petitions the rector to open an internal investigation in accordance with Section XV of the Anti-Corruption Programme.
4. The Commissioner ensures the organization of the evaluation of the results of the implementation of the measures envisaged by the Anti-Corruption Programme.

To carry out the evaluation, the Commissioner has the right to receive the relevant information on the results of the implementation of relevant measures from the employees, the rector of the University in writing.

The results of the evaluation are summarized by the Commissioner in a written report, which he prepares at least once every six months and submits to the rector. The evaluation is carried out according to the criteria determined by the Commissioner.

IX. CONFIDENTIALITY CONDITIONS FOR THE EMPLOYEES INFORMING THE COMMISSIONER ABOUT VIOLATIONS OF ANTI-CORRUPTION REQUIREMENTS

1. The University employees are guaranteed the confidentiality of their reports to the rector or the Commissioner on violations of the Anti-Corruption Programme, corruption or corruption-related offenses in the activities of other employees of the University and reports of incitement of University employees to commit corruption or corruption-related offenses.
2. Reports of identified violations of the Anti-Corruption Programme, as well as reports of incitement of University employees to commit corruption or corruption-related offenses may be made orally or in writing,

through communication channels identified in the Anti-Corruption Programme. Reports may also be made by employees and officials of the University's business partners.

The rector ensures round-the-clock operation of the specified communication channels and their protection against external interference and loss of information.

3. Submission of knowingly false reports is prohibited.

4. Reports of University staff about signs of corruption or corruption-related offenses may be anonymous.

An anonymous report on signs of corruption or corruption-related offenses may be considered only if the information provided relates to a specific employee of the University or business partners of the University and contains factual data that can be verified.

5. Verification of the information contained in the report shall be carried out by the Commissioner, and if the report concerns the actions of the Commissioner himself - by an employee designated by the rector.

6. Confidential information protected by law includes any information that makes it possible to identify the person who informed the Commissioner about incitement to commit corruption or a corruption-related offense or about violation of the Anti-Corruption Programme, or about employees or other persons committing corruption or corruption-related offenses.

The Commissioner and the persons involved in the verification of the information contained in the report shall not have the right to disclose it.

X. PROCEDURES FOR THE PROTECTION OF EMPLOYEES WHO REPORTED INFORMATION ABOUT CORRUPTION OR CORRUPTION-RELATED OFFENSES

1. The rector and / or the Commissioner, within their powers, ensure the observance of the rights and guarantees of protection of persons who provide assistance in preventing, detecting and combating corruption at the University.

2. Information about an employee who reported violation of the requirements of the Anti-Corruption Programme, detection of corruption or corruption-related offenses (hereinafter - the whistle-blower), may not be disclosed, except as provided by law.

3. The whistle-blower may not be dismissed or be forced to resign, disciplined or subjected to other adverse measures (transfer, evaluation, change of working conditions, refusal of promotion, reduction of salary, etc.) or threat of such measures by administration in connection with his report of violation of the requirements of anti-corruption legislation and / or the requirements of the Anti-Corruption Programme.

4. If confidential information about the whistle-blower is leaked, the rector of the University, the Commissioner at the request of such employee or on his own initiative must immediately take all measures to avoid negative consequences for the whistle-blower associated with such disclosure.

5. Measures to protect the whistle-blower are determined by the rector together with the Commissioner and are implemented with the written consent of the employee.

XI. RESOLUTION OF CONFLICTS OF INTEREST IN THE ACTIVITIES OF UNIVERSITY EMPLOYEES

1. University employees are obliged to notify their immediate supervisor of a real or potential conflict of interest in writing no later than the next working day from the date when they learned or should have learned about such a conflict; they must not act or make decisions if there is a real conflict of interest and take measures to resolve a real or potential conflict of interest.

In the event of a real or potential conflict of interest, the rector of the University shall notify the Commissioner in writing.

In the event of a real or potential conflict of interest of the Commissioner, he shall notify the rector in writing.

2. Once the immediate supervisor receives a notification from their subordinate regarding a real or potential conflict of interest, they shall decide on how to resolve the conflict of interest within two working days and notify the employee of their decision.

The immediate supervisor, who became aware of the conflict of interest of his subordinate, is obliged to take statutory measures to prevent and resolve conflicts of interest (including in the case of discovery of a conflict of interest that their subordinate has without giving them notice).

3. Conflict of interest is resolved through one of the following measures:

- 1) removal of the employee from the task, activity, making decisions or participating in their adoption;
- 2) establishment of additional control over the employee's performance of the relevant task, the performance of certain actions or decisions;
- 3) restrictions on the employee's access to certain information;
- 4) review of the scope of the employee's functional responsibilities;
- 5) transfer of the employee to another position;
- 6) dismissal of the employee.

The procedure for implementing measures to resolve conflicts of interest and its features for different categories of employees of the University shall be established by the Commissioner.

4. The decision to resolve the conflict of interest in the activities of the rector of the University is made by the Ministry of Education and Science of Ukraine.

5. University employees may independently take measures to resolve conflicts of interest by renouncing the relevant private interest by providing supporting documents to the immediate supervisor and the Commissioner. Renouncement of private interest must preclude any possibility of its concealment.

XII. PROCEDURE FOR PROVIDING CLARIFICATIONS AND CONSULTATIONS TO EMPLOYEES

1. If there are any questions regarding the interpretation of certain provisions of the Anti-Corruption Programme, the rector and the employees of the University may petition the Commissioner for oral or written clarification.

2. The essence of the request for clarification or consultation is stated directly to the Commissioner (during the office hours on the days specified by the Commissioner) or by sending him a memo or a written request to his e-mail address.

3. The Commissioner shall provide oral clarification during private meetings or in writing - no later than within 5 working days from the receipt of the request.

The Commissioner may extend the term of consideration of the request, but not by more than 10 working days, of which he shall inform the person who has requested clarification in writing.

4. If the Commissioner uncovers violations of the Anti-Corruption Programme or signs of corruption or corruption-related offenses when providing the clarification, he requests that the Rector open an internal investigation in the manner prescribed by Section XV of the Anti-Corruption Programme.

XIII. PROCEDURE FOR PERIODIC PROFESSIONAL DEVELOPMENT OF EMPLOYEES IN THE FIELD OF PREVENTION AND DETECTION OF CORRUPTION IN THE UNIVERSITY

1. Professional development of University employees in the field of prevention and detection of corruption is carried out in order to provide basic knowledge on anti-corruption legislation, improve compliance with the requirements of the Anti-Corruption Programme, foster anti-corruption culture, and instil intolerance to corruption.

2. Professional development is carried out in accordance with the thematic plan and schedule approved by the rector of the University for each semester and prepared by the Commissioner.

Professional development should include both activities for all employees of the University and individual activities for the rector of the University.

Topics and mode of events (seminars, lectures, workshops, training, webinars, etc.) on professional development are determined by the Commissioner taking into account:

- 1) suggestions of the rector, founders (participants), heads of structural units;
- 2) the results of the evaluation of the implementation of the Anti-Corruption Programme;
- 3) the results of periodic assessment of corruption risks in the activities of the University;
- 4) the results of internal investigations;
- 5) the report of the Commissioner to the founders (participants).

3. The Commissioner keeps the account of the held events on professional development in the field of prevention and detection of corruption, as well as the register of those present at events.

XIV. DISCIPLINARY MEASURES IMPOSED ON EMPLOYEES WHO VIOLATE THE PROVISIONS OF THE ANTI-CORRUPTION PROGRAMME

1. If there is information that points towards signs of violation of the requirements of the Anti-Corruption Programme, the following measures are taken:

- 1) an internal investigation is opened in accordance with the procedure established by Section XV of the Anti-Corruption Programme in order to confirm or refute the information about the probable violation;
- 2) if the internal investigation presents sufficient grounds, the rector imposes a disciplinary sanction in accordance with the law.

2. Disciplinary sanctions are imposed by the rector on University employees in accordance with the norms of labour laws.

XV. PROCEDURE FOR CONDUCTING INTERNAL INVESTIGATIONS

1. In case of a report or detection of violations of the Anti-Corruption Programme by an employee of the University or signs of an employee of the University being involved in corruption or corruption-related offenses, the Commissioner shall notify the rector, who shall take appropriate measures.

If there are reports or signs of rector violating the Anti-Corruption Programme or being involved in corruption or corruption-related offenses, the Commissioner shall notify the Ministry of Education and Science of Ukraine, which shall take measures provided for in paragraph 2 of this section.

If it is reported or discovered that the Commissioner has been involved in corruption or corruption-related offenses, has violated the requirements of the Anti-Corruption Programme, the rector shall take measures provided for in paragraph 2 of this section.

2. Under the conditions provided for in paragraph 1 of this section, the rector is obliged to take such measures:

1) open an internal investigation within 5 working days in order to confirm or refute information about a possible violation of the Anti-Corruption Programme or a corruption or corruption-related offense;

2) based on the results of the internal investigation, apply disciplinary sanctions to the perpetrators, if there are grounds for this;

3) based on the results of the internal investigation, identify ways of eliminating the causes and consequences of the violation, if any, and institute measures to prevent such actions in the future;

4) immediately inform the specially authorized bodies in the field of anti-corruption if the detected corruption or corruption-related offense are punished as an administrative or criminal offense.

3. An internal investigation is conducted only in cases where the information provided or disclosed relates to specific individuals and contains factual data that can be verified.

The internal investigation is opened by the rector and carried out by the Commission. The procedure for conducting internal investigations carried out in accordance with the Anti-Corruption Programme shall be approved by the rector.

The Commission must include the Commissioner, except in cases when the investigation is opened as a result of discovered or obtained information about the Commissioner being involved in corruption or corruption-related offenses, or violating the requirements of the Anti-Corruption Programme.

The term of the investigation shall not exceed 20 working days.

The materials of the conducted internal investigations are stored in the archives of the Commissioner for at least 5 years.

If the results of the internal investigation require that disciplinary sanctions be imposed on the Commissioner, the National Agency of Corruption Prevention shall be notified in writing within two days from the date of such imposition.

XVI. PROCEDURE FOR MAKING AMENDMENTS TO THE ANTI-CORRUPTION PROGRAMME

1. The rector of the University ensures the organization of feedback mechanisms and other internal processes aimed at supporting and continuously improving the Anti-Corruption Programme.

2. The content of the Anti-Corruption Programme can be reviewed based on the results of:

1) the report on the assessment of corruption risks in the activities of the University;

2) supervision and control over the enforcement of the Anti-Corruption Programme, as well as evaluation of the results of the implementation of the measures envisaged by it;

3) analysis of the experience of the Commissioner's performance of their official duties;

4) the Commissioner conducting questionnaires, discussions and consultations with employees, the rector, and business partners of the University regarding the improvements to the Anti-Corruption Programme.

3. The amendments to the Anti-Corruption Programme may be initiated by the Commissioner, as well as the rector and the employees of the University.

4. Proposals for amendments to the Anti-Corruption Programme are submitted to the Commissioner, who studies and systematizes them. Once a year, the Commissioner submits a summary of the received proposals for amendments to the Anti-Corruption Programme to the rector and provides his recommendations on their acceptance or rejection.

5. The rector, having received a summary of proposals for amendments to the Anti-Corruption Programme from the Commissioner, initiates their open discussion among the employees.

In cases where the Commissioner insists on urgent amendments to the Anti-Corruption Programme, the rector shall initiate the relevant discussion as soon as possible, but no later than 10 days from the date of receiving such proposals.

6. Upon approval of the proposals by the employees (staff) of the University, the rector approves the relevant amendments to the Anti-Corruption Programme, making them an integral part of it.

Commissioner for Anti-Corruption Activities

Yaroslav BODNARCHUK