

New Anti-Corruption and Anti-Bribery Policy instituted at SU

Stellenbosch University (SU) places a high premium on good corporate governance. In order to comply with this objective, various policies are in place to protect the integrity of the internal corporate and reporting processes. As an employee, compliance with these policies also protects you. It is therefore important that all staff are aware of, and know how to apply the different policies, procedures and guidelines.

New Anti-Corruption and Anti-Bribery Policy

The Audit and Risk Committee approved an Anti-Corruption and Anti-Bribery Policy as part of the University's overarching Financial Policy on 3 June 2019. SU has a zero-tolerance approach to corruption and bribery, and the policy commits SU to professional, honest, transparent, fair, equitable and ethical conduct.

The policy contains guidelines for recognising and dealing with corruption and bribery, definitions of key terminology, and guidance on issues such as when gifts and other tokens of hospitality would be deemed acceptable and when not. The purchase of gifts with University funds and the receipt of gifts by staff are set out in the separate Gifts Policy. Click [here](#) for the comprehensive Gifts Policy. Declarations can be made electronically on SUN-e-HR.

The Anti-Corruption and Anti-Bribery Policy also deals with facilitation payments, kickbacks and donations. The policy applies to all SU staff and students, including volunteers, temporary staff and part-time students, as well as to associated structures, entities and businesses. [Click here](#) for the policy.

Conflict of interest

A conflict of interest is a situation in which a staff member has competing interests or loyalties, which could impact negatively on SU. If possible, a conflict of interest should be avoided. However, where it is unavoidable, the activities or interests must be managed in accordance with the Policy on Conflict of Interest. Click [here](#) for the policy. Declarations can be made by contacting Cornelia Malherbe, Director: Research Contracts at: [cvdm2@sun.ac.za](mailto:cvd2m2@sun.ac.za).

Signing of commercial contracts

The Legal Services Division has compiled guidelines for the required processes for the management of commercial contracts. In these guidelines the term "commercial contracts" is used in a broad context and includes all agreements that are not research contracts, for example sponsorships, donations, leases, tender documents, instruments of debt, co-operative contracts and undergraduate bursaries. Please note that the signing of commercial contracts is a separate process from the contracts that are handled by the Research Development Division and Innovus. Contracts within the mandate of the Human Resources Division are excluded from the scope defined for commercial contracts. Click [here](#) for more information on commercial contracts.

Reporting of incidents for insurance purposes

In the event of an insurance claim, SU must adhere to the requirements set out by our insurers. To ensure that we meet these requirements, we request staff to report all accidents, losses, or any event that could lead to an insurance claim to the Division: Funds and Asset Management within 24 hours. A department must report a burglary or theft to the SA Police Service within 24 hours in order to receive a CAS number. For further enquiries regarding insurance claims contact Wium van Kerwel at (021) 808 9760 or wvankerwel@sun.ac.za.

Reporting of risks

Risk Management and Campus Security provide an administrative and secretarial service to the SU Risk Management Committee. This includes support for and facilitation of risk registers at all levels of SU structures. If you are not familiar with the online registration of risks, please make an appointment with Viljoen van der Walt (vvdw@sun.ac.za or 021 808-9273) for a presentation and a practical demonstration.

Ethics hotline

Staff members and students must report any form of unethical behaviour, including sexual harassment and racial discrimination via the ethics hotline. The ethics hotline is managed by **Deloitte** and all reports are anonymous. The ethics hotline can be reached at sun@ethics-line.com / 0800 204 549.

Yours sincerely

Prof Stan du Plessis
Chief Operating Officer