



THE UNIVERSITY *of* EDINBURGH

STANDARD TERMS & CONDITIONS RELATING TO THE PURCHASE OF EQUIPMENT

between

The University Court of the University of Edinburgh,

a charitable body registered in Scotland under the registration number SC005336, incorporated under the Universities (Scotland) Acts and having its principal administrative offices at Old College, South Bridge, Edinburgh, EH8 9YL (the “**University**”)

and

The person, firm, company or other body

accepting the Purchase Order (the “**Supplier**”)

WHEREAS

- A. The Supplier is engaged in the business of supplying the Equipment.
- B. The University has agreed to purchase from the Supplier (or by any of the Supplier’s sub-contractors) certain Equipment as more specifically detailed in the Purchase Order;
- C. These “Standard Terms & Conditions Relating To The Purchase Of Equipment” are intended to make clear in as straightforward a manner as possible the way the University expects the Supplier to implement and fulfil the Purchase Order. This benefits the University and the Supplier to understand their relationship under the Purchase Order and avoid any misunderstandings or uncertainty in the future.

NOW THEREFORE

1 DEFINITIONS AND INTERPRETATION

- 1.1 In these Conditions (including the recitals), the following words and expressions have the following meanings unless inconsistent with the context:

Conditions	means these Standard Terms and Conditions Relating to the Purchase of Equipment;
Contract	means the agreement constituted by the Purchase Order and the Standard Terms & Conditions relating to the purchase of Equipment and the Supplier's acceptance of it in accordance with Condition 3.3;
Equipment	means the equipment agreed in the Contract to be purchased by the University from the Supplier (including any part of it);

Intellectual Property Rights	means all industrial and intellectual property of whatever nature anywhere in the world and all rights pertaining thereto, whether recorded or registered in any manner, or otherwise, including without prejudice to the foregoing generality, patents, trademarks, registered designs and applications for any of the same, copyright, design right, semi-conductor topography rights, database and software rights, trade secrets, know-how, business names, trade names, domain names, brand names and all other legal rights protecting intangible proprietary information;
Purchase Order	means the University's written instruction to supply the Equipment, incorporating these Conditions together with any invitation to tender provided by the University to the Supplier, any response to the invitation to tender (including clarifications) insofar as such responses or clarifications do not attempt to substitute these Conditions; and
Supplier	means the person, firm or company who accepts the Purchase Order in accordance with Condition 3.3.

1.2 Unless the context requires otherwise:

- a) any period of time from a specified date or day shall be calculated exclusive of that date or day;
- b) the words "include" or "including" or "in particular" are to be construed as meaning without limitation;
- c) words in the singular include the plural and vice versa and words for any gender shall include all genders;
- d) reference to persons shall be deemed to include references to natural persons, to firms, to partnerships, to companies, to corporations, to associations, to organisations, to trusts (in each case whether or not having separate legal personality) but references to individuals shall be deemed to be references to natural persons only.

1.3 The headings are inserted for convenience only and shall not affect the construction of the Contract.

2 APPLICATION OF CONDITIONS

2.1 These Conditions shall:

- a) apply to and be or be deemed to have been validly incorporated in the Contract;

- b) be in substitution for any oral or other arrangements made between the University and the Supplier; and
 - c) prevail over any inconsistent terms or conditions contained in or referred to in the Supplier's quotation for the Equipment, acceptance, correspondence or elsewhere or implied by law, trade custom, practice or course of dealing.
- 2.2 No addition to, variation of, exclusion or attempted exclusion of the Purchase Order or these conditions or any of them shall be binding on the University unless in writing and signed by a duly authorised representative of the University. Signature of any delivery note for the Equipment is an acknowledgement of delivery only and shall not constitute acceptance of new terms and conditions. The parties hereby agree that any signatory of any delivery note does not have actual authority or otherwise to contract and bind the University.
- 2.3 Where the Purchase Order is for more than one item, it shall (following acceptance by the Supplier) be regarded as a single Contract for all Equipment supplied pursuant to that Purchase Order.

3 EFFECT OF PURCHASE ORDER

- 3.1 The University shall only be bound by an order if it is issued on the University's standard Purchase Order form and signed by a duly authorised representative of the University (or otherwise issued in accordance with the University's standard procedures).
- 3.2 The Purchase Order constitutes an offer by the University to purchase the Equipment subject to these conditions. Accordingly, any acceptance of the Purchase Order by the Supplier shall establish a contract for the sale and purchase of that Equipment on these conditions. Any counter-offer made by the Supplier to supply the Equipment on other conditions shall only be validly accepted if such acceptance is in writing and signed by a duly authorised representative of the University.
- 3.3 The execution and return of the acknowledgement copy of the Purchase Order form by the Supplier, or the Supplier's execution, commencement of work or commencement of delivery pursuant to the Purchase Order constitutes acceptance of the Purchase Order on these conditions by the Supplier.

4 SUPPLIER'S WARRANTY

- 4.1 The Supplier warrants and represents to the University that:
- a) it has full capacity and authority and has obtained all necessary approvals, consents, licenses and permissions for the performance of its obligations under the Contract;
 - b) the Equipment will conform with the quality, description and other particulars of the Equipment stated in the Purchase Order;
 - c) the Equipment will conform to all samples, drawings, descriptions and specifications provided to the University by the Supplier;
 - d) the Equipment will conform with all standards referred to on any part of the Equipment and in any product packaging and/or documentation in, with or in relation to which the Equipment is supplied;

- e) the Equipment will be of satisfactory quality and fit for any intended uses expressly or impliedly made known to the Supplier, and will be free from all defects in materials, workmanship and installation for a period of 12 months from the date of delivery;
 - f) the Equipment will comply with all performance and other specifications stated in the Purchase Order, and all applicable legislation for the time being in force;
 - g) the Supplier will allow the University, at any time within 12 months from the date of delivery of the Equipment, to enter with the Supplier into a maintenance agreement for the Equipment in all respects on the Supplier's standard conditions (including without limitation as to price and duration);
 - h) where, at any time, the University has not entered into a maintenance agreement of the kind referred to above, it will be entitled to maintain the Equipment, or by or through any third party; and
 - i) the Supplier will, to the University provide high quality user manuals and training and other documentation for the Equipment without further charge in such form and quantities as the University may reasonably stipulate, or as stipulated in the Purchase Order at any time before 14 days after delivery.
- 4.2 The University's rights under the Contract are in addition to the statutory terms implied in favour of the University by the Sale of Goods Act 1979 and the Supply of Goods and Services Act 1982 and any other statute.
- 4.3 The provisions in this Condition 4 shall survive any delivery, inspection, acceptance, payment or performance pursuant to the Contract and shall extend to any replacement, repaired, substitute or remedial equipment provided by the Supplier.

5 QUANTITIES

- 5.1 Unless the University has agreed otherwise in writing, the Supplier shall deliver the exact specified quantities of items comprised in the Equipment in accordance with the Purchase Order. Without affecting its other rights and remedies, the University reserves the right to reject incomplete deliveries and to return excess quantities at the Supplier's risk and expense.

6 INSPECTION AND TESTING OF EQUIPMENT

- 6.1 The Supplier shall:
- a) carefully test and inspect the Equipment before delivery to ensure that it complies with the requirements of the Purchase Order; and
 - b) if so requested by the University, give the University reasonable advance notice of such tests (which the University shall be entitled to attend).
- 6.2 The University reserves the right to call for certificates or test certificates for the Equipment at any stage of manufacture or assembly. Such certificates shall clearly state the University's order numbers and any item or equipment numbers. If, as a result of any inspection or test, the University finds that the Equipment or any items comprised within it do not comply with the Purchase Order, or are unlikely to comply with it on completion of manufacture, processing or performance, the University may inform the Supplier, and the Supplier shall take such steps as are necessary to ensure compliance.

7 DELIVERY, INSTALLATION AND ACCEPTANCE OF EQUIPMENT

- 7.1 The Supplier shall deliver the Equipment on the date specified in the Purchase Order or, if no such date is specified, within 28 days of the date of the Purchase Order. Time is of the essence as to the delivery of the Equipment under the Contract. If any delivery specified in the Purchase Order cannot be met, the University may:
- a) cancel the Contract in whole or in part without liability to the University;
 - b) refuse to accept any subsequent delivery of items comprised in the Equipment which the Supplier attempts to make;
 - c) purchase substitute items elsewhere; and
 - d) hold the Supplier accountable for any loss and additional costs incurred.
- 7.2 The Equipment shall be properly packed and secured in such manner as to enable it to reach its destination in good condition. No charge shall be made for wrapping, packing, cartons, boxes, crating or containers unless specified in the Purchase Order, and the University shall not be responsible for returning any such materials.
- 7.3 The Equipment shall be delivered by the Supplier carriage free to the place of delivery specified in the Purchase Order, or as otherwise specified by the University by means of advice notes quoting the University's order number. The Equipment shall be received at the place of delivery, subject to the University's inspection and approval. Any Equipment which the University rejects as not conforming with the Purchase Order shall be returned at the Supplier's risk and expense.
- 7.4 Unless the University and the Supplier have, before or at the same time as the Purchase Order, agreed in writing (signed on behalf of the University) additional conditions regarding preparation of or environmental requirements at the site at which the Equipment is to be installed, the Supplier acknowledges and agrees that the Equipment is suitable to be installed and used at the premises at which the University intends to use it and that there are no additional conditions regarding site preparation or environmental requirements.
- 7.5 In relation to installation and acceptance tests:
- a) except where Condition 7.5(e) applies, the Supplier shall, without further charge to the University, install the Equipment at the premises at which the University intends to use it and subject the Equipment to its standard installation and acceptance tests;
 - b) if the Equipment passes those tests, the supplier will issue an acceptance certificate to that effect to the University, but receipt by the University of such an acceptance certificate will not constitute legal acceptance by the University;
 - c) if the Equipment does not (on any attempt) pass those tests, the Supplier will (without affecting the University's other rights and remedies) promptly and at its expense carry out all necessary remedial work and re-submit the Equipment to the tests as set out in Condition 7.5(a) and Condition 7.5(b);
 - d) If all the tests have not been successfully completed within 21 days after delivery, the University shall have the same rights as it would have had if the Supplier had not performed its obligations under Condition 7.1;

e) if the University and the Supplier have, before or at the same time as the Purchase Order, agreed otherwise in writing (signed on behalf of the University), then the University (itself or through a third party) will be responsible for installing the Equipment and Condition 7.5(a) to Condition 7.5(d) shall not apply.

7.6 Notwithstanding Condition 7.5, the University shall not be deemed to have accepted the Equipment until it has had 21 days to inspect it after delivery. The University may also reject the Equipment as though it had not been accepted for 3 months after any latent defect in the Equipment has become apparent.

7.7 Following installation and testing the Supplier shall reinstate the University's premises to the condition prevailing on the date on which the installation of the Equipment commenced, subject to any changes undertaken by the Supplier and agreed by the University for such installation.

8 RISK AND PROPERTY

8.1 The Equipment shall be at the risk of the Supplier until delivery to the University at the place of delivery specified in the Purchase Order, or as otherwise specified by the University in accordance with Condition 7.3 and the successful completion of the relevant installation and acceptance tests in accordance with Condition 7.5 (where applicable). Any off-loading of the Equipment shall be at the Suppliers own risk and shall be offloaded as directed by the University

8.2 Ownership of the Equipment shall pass to the University on completion of delivery (including off-loading) in accordance with the Purchase Order, except that if the Equipment is paid for (in whole or in part) before delivery ownership shall pass to the University once payment has been made. The passing of ownership in the Equipment is without prejudice to either (i) which party bears the risk, or (ii) any right of rejection to which the University may be entitled under the Contract or otherwise.

9 PRICES

9.1 All prices shall be as stated in the Purchase Order, except that if the Supplier quotes or offers to a third party lower prices or better terms for equipment of similar quality, quantity or description to the Equipment (or the items comprised in it), the University shall be entitled to purchase the Equipment (or the relevant items comprised in it) on the same terms and shall be entitled to a refund of the amount of the difference in respect of all such Equipment supplied after whichever is the earlier of the first quotation or the first supply at the lower price. All prices are fixed and inclusive of delivery, packaging, packing, shipping, carriage, insurance and other charges and dues, and are not subject to adjustment save as specifically provided in these conditions or the Purchase Order.

10 PAYMENT

10.1 Unless otherwise stated in the Purchase Order, payment of valid VAT invoices shall be made by the end of the month following the month in which the Equipment is received (provided that an invoice(s) has been received) by the University in accordance with the Purchase Order. VAT shall be shown separately on any such invoice.

10.2 Without prejudice to any other right or remedy, the University reserves the right to set off any amount at any time owing to it by the Supplier against any amount payable by it to the Supplier under the Contract.

11 LIABILITY

11.1 Subject always to Condition 11.3, and except under the indemnity at Conditions 12 and 21, neither party shall be liable in contract, delict (including negligence) or otherwise arising out of or in connection with this Contract excluding by way of indemnity for:

- a) any economic loss (including loss of revenues, profits, contracts, data, business or anticipated savings); or
- b) any loss of goodwill or reputation; or
- c) any special, indirect or consequential losses or damage;

in any case, whether or not such losses were within the contemplation of the parties at the date of the Contract.

11.2 Subject always to Condition 11.3, and except under the indemnity at Conditions 12 and 21, the aggregate liability of either party for any breach of the terms of the Contract, or otherwise in relation to the subject matter of the Contract (including that arising from negligence, delict, tort or otherwise) shall in no event exceed a sum equal to the total price due by the Supplier to the University under the Contract.

11.3 Neither party excludes or limits liability to the other party for death or personal injury or any breach of any obligations implied by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982.

12 INDEMNITY

12.1 The Supplier shall indemnify and hold the University harmless from all claims and all direct, indirect or consequential liabilities (including loss of profits, loss of business, depletion of goodwill and similar losses), costs, proceedings, damages and expenses (including legal and other professional fees and expenses) awarded against, or incurred or paid by, the University as a result or in connection with:

- a) any alleged or actual infringement of any third party's Intellectual Property Rights or other rights arising out of the use, manufacture or supply of the Equipment; or
- b) defective workmanship, quality or materials in or in relation to the Equipment; or
- c) any claim made against the University in respect of any liability, loss, damage, injury, cost or expense sustained by the University's employees or agents or by any University or third party to the extent that such liability, loss, damage, injury, cost or expense was caused by, relates to or arises from the Equipment as a consequence of a direct or indirect breach or negligent performance or failure or delay in performance of the Contract by the Supplier.

13 CONFIDENTIALITY AND THE UNIVERSITY'S PROPERTY

13.1 The Supplier shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the Supplier by the University or its agents, and any other confidential information concerning the University's business or its products which the Supplier may obtain. The Supplier shall restrict disclosure of such confidential material

to such of its employees as need to know the same for the purpose of discharging the Supplier's obligations to the University.

13.2 All materials, equipment, tools, copyright, rights in designs and any other Intellectual Property Rights in all drawings, specifications and data supplied by the University to the Supplier shall at all times be and remain the exclusive property of the University, and shall be held by the Supplier in safe custody at its own risk and maintained and kept in good condition by the Supplier until returned to the University, and shall not be disposed or used other than in accordance with the University's written instructions or authorisation. The Supplier shall return all copies of any such material to the University immediately on the University's first written request.

13.3 This Condition 13 shall survive the termination of the Contract, however arising.

14 TERMINATION

14.1 Subject to Condition 7.1, the University may cancel the Contract (for all or part only of the Equipment) by giving written notice to the Supplier at any time before delivery, in which case the University shall pay the Supplier the price for the cancelled Equipment, less any cost savings accruing to the Supplier by reason of the cancellation.

14.2 Without prejudice to any other rights or remedies to which the University may be entitled, the University may terminate the Contract without liability to the University if:

- a) the ability of the University to accept delivery of the Equipment is delayed, hindered or prevented by circumstances beyond its reasonable control; or
- b) the Supplier commits any breach of its obligations under the Contract and fails to remedy that breach within 14 days of receiving written notice from the University requiring its remedy; or
- c) an order is made or a resolution is passed for the winding up of the Supplier, or circumstances arise which entitle a court of competent jurisdiction to make a winding-up order in relation to the Supplier; or
- d) an order is made for the appointment of an administrator to manage the affairs, business and property of the Supplier, or documents are filed with a court of competent jurisdiction for the appointment of an administrator of the Supplier, or notice of intention to appoint an administrator is given by the Supplier or its directors or by a qualifying floating charge holder (as defined in paragraph 14 of Schedule B1 to the Insolvency Act 1986); or
- e) a receiver is appointed of any of the Supplier's assets or undertaking, or if circumstances arise which entitle a court of competent jurisdiction or a creditor to appoint a receiver or manager of the Supplier, or if any other person takes possession of or sells the Supplier's assets; or
- f) the Supplier makes any arrangement or composition with its creditors, or makes an application to a court of competent jurisdiction for the protection of its creditors in any way, or becomes bankrupt; or
- g) the Supplier ceases, or threatens to cease, to trade; or
- h) there is a change of control of the Supplier; or

- i) the Supplier takes or suffers any similar or analogous action in any jurisdiction in consequence of debt.

14.3 Termination of the Contract, however arising, shall not affect or prejudice the accrued rights of the parties as at termination or the continuation of any provision expressly or implicitly stated to survive termination.

15 REMEDIES

15.1 If any Equipment is not supplied in accordance with, or the Supplier fails to comply with, any terms of the Contract, the University may (without prejudice to any other right or remedy) exercise any one or more of the following rights or remedies, whether or not any part of the Equipment has been accepted by the University:

- a) rescind the Contract; or
- b) reject the Equipment (in whole or in part) and return it to the Supplier at the risk and cost of the Supplier on the basis that a full refund for the Equipment so returned shall be paid immediately by the Supplier; or
- c) require the Supplier, at the Supplier's expense, either (at the University's option) to remedy any defect in the Equipment and carry out such other work as is necessary to ensure that the Equipment is in all respects in accordance with the Purchase Order or to supply replacement equipment, provided that if the Supplier refuses to remedy the defect in the Equipment or to supply replacement equipment within 15 days of receiving such a request, the University may purchase replacement equipment from another source and the Supplier shall reimburse the University for all costs and expenses reasonably incurred in doing so; or
- d) refuse to accept any further deliveries of the Equipment, without liability to the University; and
- e) in any case, to claim such damages as it may have sustained in connection with the Supplier's breach of the Contract not otherwise covered by this Condition 15.

16 FORCE MAJEURE

16.1 The University may defer the date of delivery or payment, or cancel the Contract or reduce the amount of Equipment ordered, if it is prevented from or delayed in carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including without limitation strikes, lock-outs or other industrial disputes (whether involving the workforce of the University or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or sub-contractors.

17 WAIVER

17.1 A waiver of any right under the Contract is only effective if it is in writing and it applies only to the party to whom the waiver is addressed and the circumstances for which it is given.

- 17.2 Unless specifically provided otherwise, rights arising under the Contract are cumulative and do not exclude rights provided by law.

18 ASSIGNATION

- 18.1 The Supplier shall not, without the prior written consent of the University, assign, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under the Contract.
- 18.2 To the extent that the Supplier sub-contracts any of its rights or obligations under the Contract, always with the prior written consent of the University, the Supplier acknowledges that it shall remain fully responsible for the proper and complete discharge of such obligations.
- 18.3 The University may at any time assign, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under the Contract.

19 THIRD PARTY RIGHTS

- 19.1 The Contract is made for the benefit of the parties to it and (where applicable) their successors and permitted assigns, and is not intended to benefit, or be enforceable by, anyone else.

20 NOTICES

- 20.1 Any notice required to be given under the Contract shall be in writing and shall be delivered by hand or sent by pre-paid first-class post or recorded delivery post to the other party at its address set out in the Contract (or such other address as may have been notified by that party for such purposes), or sent by fax to the other party's fax number as set out in the Contract. A notice delivered by hand shall be deemed to have been received when delivered (or, if delivery is not in business hours, at 9.00 am on the first business day following delivery). A correctly addressed notice sent by pre-paid first-class post or recorded delivery post shall be deemed to have been received at the time at which it would have been delivered in the normal course of post provided this is within normal business hours. A notice sent by fax shall be deemed to have been received at the time of transmission (as shown by the timed printout obtained by the sender).

21 HEALTH & SAFETY

- 21.1 The Supplier represents and warrants to the University that the Supplier has satisfied itself that all necessary tests and examinations have been made or will be made prior to delivery of the Equipment to ensure that the Equipment is designed and constructed so as to be safe and without risk to the health and safety of persons using the same, and that the Supplier has made available to the University adequate information about the use for which the Equipment has been designed and has been tested and about any conditions necessary to ensure that when put to use the Equipment will be safe and without risk to health. The Supplier shall indemnify the University against all actions, suits, claims, demands, losses, charges, costs and expenses which the University may suffer or incur as a result of or in connection with any breach of this Condition 21.
- 21.2 Without prejudice to the foregoing, the Supplier shall in all matters arising in the performance of the Contract conform, and provide all such assistance to the University in order that the University is able to conform, and maintain conformance, with all and any environmental legislation and laws (including, without limitation, the

Environmental Protection Act 1990 and the Waste Electrical Equipment Directive and the regulations made thereunder and any statutory amendments or re-enactments made thereto) applicable.

- 21.3 The Supplier shall observe, and ensure that all employees, consultants, agents, delivery people and subcontractors which it engages in relation to the Equipment observe all health and safety rules and regulations and any other reasonable security requirements that apply at any of the University's premises and that have been communicated to it or its employees, consultants, agents, delivery people and subcontractors. The University reserves the right to refuse such persons as it sees fit access to the University's premises, and any such access shall only be given to the extent necessary for the performance of the Contract.
- 21.4 The Supplier shall give the University such prior written notice as the University may require of the delivery of any Equipment having a toxic hazard to the safety of health of persons or property, identifying those hazards and giving full details of any precautions to be taken by the University on the delivery of such Equipment and their subsequent storage or handling.

22 COMPLIANCE WITH LAW

- 22.1 The Supplier shall and shall procure that persons associated with it or other persons who are involved in any way with this Contract shall:
- a) comply with all applicable laws, statutes and regulations (including but not limited to:- (i) anti-bribery and anti-corruption legislation as specifically outlined in the Bribery Act 2010 ("Relevant Requirements"); and (ii) anti-discrimination legislation as specifically outlined in the Equality Act 2010);
 - b) not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK;
 - c) comply with the University's Anti-corruption Policy currently in force and any update thereof (annexed to this Contract and a copy of which can be found at http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Bribery-Anti_Bribery_and_Corruption_Policy.pdf ("Relevant Policies").
 - d) maintain in place throughout the term of this Contract adequate policies and procedures under the Bribery Act 2010 and inform the University immediately (in writing) in the case of any breach, investigation of prosecution thereunder;
 - e) promptly report to the University any request or demand for any undue financial or other advantage of any kind received by the Supplier in connection with the performance of this Contract; and
 - f) immediately notify the University (in writing) if a foreign public official becomes an officer or employee of the Supplier or acquires a direct or indirect interest in the Supplier (and the Supplier warrants that it has no foreign public officials as officers, employees or direct or indirect owners at the date of this Contract);
- 22.2 For the purpose of this Condition 22, the meaning of adequate procedures and foreign public official and whether a person is associated with another person shall be determined in accordance with section 7(2) of the Bribery Act 2010 (and any guidance

issued under section 9 of that Act), sections 6(5) and 6(6) of that Act and section 8 of that Act respectively. For the avoidance of doubt, a breach of any of the terms of this Condition 22 shall be a material breach in terms of the Contract;

- 22.3 The Supplier shall indemnify the University against any losses, liabilities, damages, costs (including but not limited to legal fees) and expenses incurred by, or awarded against, the University as a result of any breach of this Condition 22 by the Supplier or any persons associated with it in connection with the performance of this Contract

23 GOVERNING LAW AND JURISDICTION

- 23.1 The Contract and any disputes or claims arising out of or in connection with its subject matter are governed by and construed in accordance with Scots law.
- 23.2 The parties irrevocably agree that the Scottish courts have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with the Contract.

Anti-Bribery and Corruption Policy

1. Policy Statement

In accordance with the highest standards of professional practice and good governance, the University does not tolerate bribery or corruption of any kind.

All members of staff must adhere strictly to the UK legislation in relation to bribery and corruption and follow the procedures designed by the University to prevent bribery.

Staff must not offer, promise or pay bribes and they must not request or receive bribes. The University will also expect the highest standards of compliance in this area from other parties that provide services to the University or on its behalf.

2. Scope and Purpose

This policy applies to all employees and any other member of staff of the University, including any temporary or agency staff or unpaid members of staff and voluntary workers. It also applies to staff in subsidiary companies. The policy applies to all activities of the University, whether related to its research, teaching, commercial or other activities, and exists for the protection of members of staff and the University.

The University will expect any person or organisation performing services for it or on its behalf, to adhere to this policy or otherwise have equivalent procedures in place to prevent corruption. These third parties include agents and others who represent the University and suppliers, consultants and private sector partners who perform services for the University or on its behalf, wherever located in the world.

The policy sets out the University's approach to dealing with the relevant legislation, which can apply as follows:

Nature of Offence	Scope
Paying bribes	Members of staff and the University
Receiving bribes	Members of staff and the University

Bribery of a foreign public official	Members of staff and the University
Failure of a commercial organisation to prevent bribery	The University and its subsidiary companies

The policy also covers issues related to the following of other policies and Codes of the University, where reference should be made for guidance on procedures:

- [Disciplinary Policy](#)
- [Policy on Conflict of interest](#)
- [Code of Practice on Reporting Malpractice and Raising Concerns under the Public Interest Disclosure Legislation \('Whistleblowing'\)](#)
- [Code of Practice for Staff on the Receipt of Gifts, Hospitality and Other Benefits](#)
- [Procurement Policy \(Scottish Procurement Policy Handbook\)](#)

A summary of the UK Bribery Act Legislation, as well as relevant definitions of the terms in the policy can be found at **Appendix A**. Further guidance on the application of this policy can be found at **Appendix B**.

3. Principles of the Policy

The University and members of staff are required to comply with the following principles:

- Bribes must not be offered, promised, paid, requested, agreed to or accepted.
- In line with its core values and constitution, the University does not make political donations (whether to individuals, political parties or other political organisations, either in the UK or overseas) and any donations made on behalf of the University by any member of staff will be deemed a violation of this policy.
- Facilitation payments must not be offered, promised, paid, requested, agreed or accepted (for a definition of these, refer to Appendix B, Paragraph 8).
- Disciplinary action will be taken by the University or its subsidiary companies against staff who breach this policy. This includes the sanction of summary dismissal in cases where staff pay or receive bribes. Similar action will also be taken against other parties performing services for the University who fail to

abide by this policy or equivalent anti-corruption standards, which includes termination of the University's relationship with them.

- The University encourages all staff to report any corruption concerns immediately and will support staff that do so. All reporting will be handled sensitively and the University is committed to ensuring that no member of staff who reports a corruption concern in good faith suffers any detrimental effect for doing so.
- A deliberate failure to report suspicions of corruption or to conceal bribes by others will also be subject to disciplinary action.
- Third parties who have, or who are suspected of having, offered or accepted bribes should not be engaged to work for the University
- Any malicious, wilful or deliberate misreporting of a bribe or suspicion of a bribe may be treated as a disciplinary matter, and handled through the University's Disciplinary Policy.

4. Responsibilities

All members of staff must read and adhere strictly to the guidelines contained in this policy.

The University Court has ultimate responsibility for approval of this policy;

- Monitoring and receiving regular updates on the implementation of this policy

The Principal, Vice Principals, Heads of College, Support Groups, Schools and Support Departments have responsibility for the following, in conjunction with the University's Risk Management Committee:

- The implementation of this policy;
- Communication of the policy to staff and other stakeholders, and development of further anti-corruption compliance procedures for the University as appropriate;
- Conducting a regular risk assessment of corruption risks faced by the University;
- Commissioning regular audits and monitoring of this policy and related policies and procedures to ensure they are effectively implemented and are responsive to the University's potential corruption risks.

Line managers are responsible for ensuring that:

- All employees with whom they work are aware of this Policy and attend training as necessary on how it affects their work;
- They promote all other anti-corruption compliance measures within the parts of the University in which they work and that they lead by example.
- They inform their Head of School/Support Department immediately when they are notified of any corruption concerns

All employees are expected to:

- Adhere to the University's anti-corruption procedures, and other similar policies, as far as they are applicable to their roles within the University;
- Raise corruption concerns immediately with their line managers or their Head of School/Support Department;
- Follow University guidance and best practice when involved in activities relating to the procurement of goods, services or works, or using overseas or other agents and third parties

The University Secretary, Director of Corporate Services, Vice-Principals, Heads of College and each Head of School/Support Department has:

- Day-to-day responsibility for implementing this policy, checking its effectiveness and dealing with any queries in relation to it;
- Primary responsibility for monitoring compliance with the policy and for ensuring any instances of suspected corrupt activity are investigated appropriately.

5. Breaches of this Policy

Where an allegation is made to the effect that a member of staff has breached this policy, the matter will be dealt with under the University's Disciplinary Policy. Where, after an investigation and subsequent disciplinary hearing, allegations are upheld, the employee may be subject to formal action which could ultimately include dismissal.

Where third parties performing services or supplying good for, or on behalf of the University are in breach of this policy, action may be taken to bring to an end the relevant contractual relationship.

For clarity, breaches of this policy include:

- Paying bribes
- Receiving bribes
- Bribery of a foreign public official
- Failure of a commercial organisation to prevent bribery

6. Reporting and Whistle Blowing

The University encourages all staff to report any concerns about corruption that they encounter and make sure that suspicious behaviour does not go unchallenged.

It is important that if a member of staff suspects that someone else (e.g. a colleague, student, volunteer, supplier or consultant) may have or is about to engage in any corrupt conduct, or if a member of staff is offered a bribe, they should report it immediately to their line manager or Head of School / Support Department who in turn should report the matter to the University Secretary for expert advice and guidance.

The University will support anyone who raises concerns in good faith, and will give assurances that any concerns will be handled sensitively. This includes ensuring that no member of staff will suffer any detriment for refusing to accept or pay bribes, or if they report concerns they have about others' conduct.

Failure to report concerns can result in prohibited activity damaging the University - and may suggest that there has been complicity in this behaviour.

7. Record-keeping

The University maintains financial records and has appropriate internal controls in place through other policies and procedures to ensure all payments to third parties (such as payments to anyone who provides services for or on its behalf) are properly documented and authorised.

8. Training

The appropriate members of staff will receive regular, relevant training on how to implement and adhere to this policy.

9. Monitoring and Review

The University's Risk Management Committee will monitor the effectiveness of this policy on an annual basis. Any potential improvements identified by the Committee will be actioned by production of an updated policy as appropriate and subsequent training where necessary. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

10. Policy History and Review

This policy was approved by Central Management Group on 11 October 2011 and takes effect from 26 October 2011.

In the event of any significant change to the legal position on Bribery and Corruption, this policy will be subject to immediate review. In the absence of such a change, the policy will be reviewed by December 2012.

11. Alternative format

This document can be provided in alternative formats on request by email to UHRS@ed.ac.uk, or by calling 0131 650 8127.

Appendix A**Summary of UK Bribery Act Legislation****1. What Is Bribery and Corruption?**

The Bribery Act defines corruption offences very widely. Most offences apply equally to private and public sector activities. This Appendix sets out further details of the offences and how they may apply to the University.

As a summary of the key provisions in the UK law, members of staff should follow these three principles:

- Do not make payments to someone (or favour them in any other way) if you know that this will involve someone in misuse of their position.
- Do not misuse your position in connection with payments (or other favours) for yourself or others.
- Do not deliberately use advantages to try to influence foreign public officials for business reasons. If you need to promote the University's business with a foreign public official, always check in advance with your Head of School/Support Department.

A bribe does not need to be a monetary sum. It can be any form of advantage: e.g. lavish hospitality or gifts; an offer of employment; or the provision of services free of charge or with a substantial discount. A person who is offered or agrees to accept a bribe does not need to benefit personally.

Actual payment of a bribe does not need to occur for there to be a criminal offence. An offer or request would be sufficient.

Sometimes offering or making a payment (or giving some other favour such as lavish hospitality) is an act of bribery in itself – i.e. where this is improper without the recipient needing to do anything else as a consequence.

2. How Does Corruption Affect The University?

Risks of corruption can arise in a wide range of the University's activities and its interaction with third parties. Some examples of these are as follows:

- International operations
- Recruitment of students and awards of degrees
- Gifts and donations to or from the University or its staff

- University Fundraising Activities
- Sponsorship and partnerships with private sector organisations in the UK or overseas and other commercial activities
- Procurement processes across the University and relationships involving estate and property management
- Appointment of agents or representatives in the UK or overseas who perform services for or on behalf of the University
- Relationships with other academic institutions, regulatory or funding bodies
- Field trips and overseas research in jurisdictions where there are particular corruption risks;

The University will undertake periodic risk assessments of its activities, including risks relating to: the sector in which it operates; its international business activities and presence in overseas countries; its existing processes for gifts and hospitality and donations; its relationships with a wide range of third parties in the UK and overseas who provide services to it or on its behalf; its procedures for procurement and other internal policies; and its other business structures, such as private sector joint ventures or joint international research collaborations.

3. What is the Law?

The offences under the Bribery Act are extensive in scope, broadly defined and, in some circumstances, also allow for crimes committed anywhere in the world to be prosecuted in UK courts. The University's standards therefore apply to conduct that occurs both in the UK and in any activity it undertakes abroad.

The UK law has serious consequences for anyone found guilty of an offence. For individuals, a maximum prison sentence of ten years and/or an unlimited fine can be imposed; for commercial organisations, an unlimited fine can be imposed. Other measures can include the ability to confiscate assets, where these are found to be the proceeds of criminal activity including corruption.

The Bribery Act includes a new offence of failure of commercial organisations to prevent bribery. In light of its various commercial activities, the University will be treated as a commercial organisation for this purpose even though it has primarily educational aims.

4. Offences under the Bribery Act

The Bribery Act contains four main offences:

- **Paying bribes** - Can apply to members of staff and the University
- **Receiving bribes** - Can apply to members of staff and the University

- **Bribery of a foreign public official** - Can apply to members of staff and the University
- **Failure of a commercial organisation to prevent bribery** - Can apply to the University and its subsidiary companies.

In addition, if a senior officer of a commercial organisation consents to or connives in an act of bribery by that organisation, they can be separately prosecuted.

As a reference guide, set out below are brief explanations of what each of the four main offences mean.

4.1 Paying bribes

It is an offence if a person offers, promises or gives a financial or other advantage with the intention of inducing another person to **perform a function or activity improperly** or to reward that person for doing so.

It is not necessary to prove that this person intended this consequence in all cases: it is also an offence if the person knows or believes that acceptance of the advantage by another is in itself an improper performance of their function or activity.

4.2 Receiving bribes

It is an offence if a person requests, or agrees to accept, or receives a financial or other advantage intending that a **function or activity** should be **performed improperly** as a result.

It is also an offence:

- Where the request or receipt of the advantage is in itself an improper performance of a function or activity;
- Where the request or receipt is a reward for the person's or someone else's improper performance in the past;
- Where their improper performance takes place in anticipation or as a consequence of a request or receipt of an advantage.

In these other scenarios, it does not matter whether the person knows or believes that the performance of a function or activity is improper.

With both of the above offences, it does not matter that no money changed hands, or that a person received no personal benefit or enrichment.

Both offences can also apply to acts of bribery that take place outside of the UK, where the person or organisation paying or receiving a bribe has a close connection to the UK.

This includes all UK citizens, other persons ordinarily resident in the UK, and UK incorporated companies.

4.3 What activities do these offences apply to?

The offences could apply to any function or activity involving the University and any activities of its staff, connected with a business, performed in the course of employment, or on behalf of the University or a subsidiary company. Examples include the University's dealings with:

- private sector businesses, or third parties including subcontractors or agents
- other publicly funded organisations, grant giving bodies, and relevant public bodies.
- service providers or agents
- individuals, including students and prospective students, donors and other sponsors.

4.4 What does improper performance mean?

Whether an activity or function is **performed improperly** will be measured on an objective basis, not necessarily on a person's own perception of the circumstances of the activity. The test will be whether a function has been performed in breach of how a reasonable person in the UK would expect it should be performed. This means customary or historic practices will not necessarily be acceptable.

4.5 Bribery of a foreign public official

It is an offence if a person offers or gives a financial or other advantage to a foreign public official with the intention of influencing the foreign public official and to obtain or retain business or a business advantage. Foreign public officials include persons performing functions at state owned or controlled enterprises and agencies - and therefore could potentially include those working for public universities outside of the UK.

The University has identified that it has relevant international activities where it may have dealings with foreign public officials, including:

- In territories where the University has overseas offices
- In territories where it engages overseas agents for student recruitment
- In territories where companies or commercial enterprises owned or controlled by the University, or similar partnerships the University has with third parties in the private sector, operate

- In territories where it engages patent attorneys to protect its intellectual property rights
- In territories where members of the University undertake research or other academic activities from time to time

The Bribery Act contains no exemption for “facilitation payments” (see also the section of this Guidance Notes to the University Policy relating to Facilitation Payments).

If a member of staff of the University in the UK or overseas needs to promote the University's business with a foreign public official, the member of staff must contact their Head of School/Support Department in advance to confirm what steps are appropriate in any dealings they intend to have with the foreign public official.

4.6 Failure of commercial organisations to prevent bribery

It is an offence for the University in relation to its commercial activities if a person associated with the University bribes another person intending to:

- obtain or retain business for the University; or
- obtain or retain an advantage in the conduct of business for the University.

A person is associated with the University if they perform services for or on behalf of the University. This covers a wide category of people where the University has a potential liability for their acts. It does not matter in what capacity they are acting. Associated persons include all employees of the University as well as other persons outside of the University such as agents, joint ventures to which the University is party, and those with whom the University contracts to perform services.

Appendix B

Guidance Notes on the University of Edinburgh Anti-Bribery and Corruption Policy

These Guidance Notes supplement the University's Anti-Bribery and Corruption Policy. They are designed to assist staff on the practical application of the Policy. In addition, they include important obligations on specific areas, which staff must adhere to.

1. Frequently Asked Questions about the Bribery Act

1.1. It is customary to provide gifts in some countries outside of the UK when visiting or meeting with public officials. Can University staff offer gifts to their counterparts at an overseas university?

The fact that something is a local custom is not a defence under the Bribery Act so a cautious approach is required to ensure any gift or other advantage that is offered overseas is not construed as a bribe based on UK standards of conduct. Secondly, in this scenario it is possible that a member of an overseas university will be classed as a "foreign public official" under the Bribery Act. If so, it is very easy to fall foul of the law. Any financial or other advantage offered to them will be seen as a bribe if the offeror intends to influence the official and intends to obtain or retain any business advantage.

This guidance does not however preclude the University or its staff from giving small, low value gifts seen as a 'mark of respect' to other public officials.

1.2. Can gifts and hospitality be accepted from private sector companies with whom the University has a business relationship or may do in future? What about sponsorship?

Care has to be exercised that no gift or hospitality could be considered excessive or lavish. Normal business meals and modest entertainment is normally acceptable where there is a legitimate purpose for the hospitality - such as to foster cordial relations or for reasonable public relations. No hospitality should be accepted if it could be construed as intended to induce a member of staff to perform their functions improperly. [The University has introduced clear rules on gifts and hospitality by setting threshold amounts for each. Where a gift or hospitality is proposed that is above these threshold amounts, a member of staff must seek prior approval and, if granted, must register the gift or hospitality on the registers maintained by Heads of Schools/Support Departments]. ([Code on practice on receipt of gifts](#))

In relation to sponsorship, similar principles apply. Care should be exercised that the sponsorship does not improperly induce members of the University to perform their functions improperly. This could include where it compromises academic integrity or influences the outcome of a research project.

1.3. *Can we engage agents to recruit international students to the University?*

Yes but a number of compliance steps must be taken. The use of overseas agents involves high risks to an organisation, whether for recruitment or other purposes. The University will be liable for any corrupt acts by anyone performing services on its behalf. The risks of engaging an agent in a particular case must be assessed and enhanced due diligence undertaken about the suitability of the agent and the nature of the services they are providing to the University. Further guidance on these steps is set out below.

1.4. *A University Department undertakes an annual research project in a jurisdiction outside of the UK with a poor reputation for corruption. The Department needs to transport equipment to the overseas location for the project, which will be checked by local customs officials. What steps should the Department consider?*

The Department should consider in advance the risk that members of staff or others acting on behalf of the University will be vulnerable to demands for corrupt payments, such as facilitation payments. Staff will need guidance in advance on strategies to resist any such demands. The Department should also consider any preventative measures that can be taken in advance, such as allowing adequate time for delays in the delivery of equipment whilst any demand for a facilitation payment is resisted.

1.5. *The family of a student who is applying to the University offers to provide the University with a substantial donation to its development fund in return for a place at the University being offered to the student. Is this caught by the Bribery Act?*

Yes. This situation clearly involves a financial advantage being offered to the University, which is intended by the family to induce the admissions department to perform their functions improperly. It does not matter what decision is in fact reached over offering the student a place or not. The donation should be refused because of the basis on which it was offered. Donations can be bribes in other less obvious circumstances. The University's due diligence procedures should always be followed to ensure a donation does not involve someone misusing their position or being induced to do so.

2. Further Guidance on Gifts Entertainment and Hospitality

All members of staff should refer to the Code of Practice for Staff on the Receipt of Gifts, Hospitality and Other Benefits.

This Guidance Note is intended to supplement the provisions of the above Code of Practice. It applies to all gifts, hospitality and entertainment that members of staff give or receive in the context of their activities for the University. In cases where a member

of staff pays for a gift, entertainment or hospitality, but it is not reimbursed by the University, this Guidance Note remains applicable in this context.

The following overarching principles in relation to Gifts Entertainment and Hospitality (whether given or received) are particularly important for staff to consider in the context of potential corruption risks:

- Expenditure should always be reasonable and proportionate (having regard in particular to the recipient)
- Expenditure should be in accordance with the Code of Practice for Staff on the Receipt of Gifts, Hospitality and Other Benefits; and any necessary approvals sought in accordance with that Code; and records kept in accordance with the Code.
- The recipient must always be entitled to receive the gift, entertainment or hospitality under the law of the recipient's country.

3. Charitable and Political Donations by the University

All charitable donations should be recorded accurately in the University's financial records and accounts.

Requests for charitable donations can sometimes mask corrupt activity by others. No charitable donations should be made if these could be construed as improperly influencing another party with whom the University has a business relationship. Should a member of staff have any ethical concerns about a proposed charitable donation, this should be reported immediately to their Head of School / Support Department.

The University does not under any circumstances make donations to political parties.

4. Philanthropic Giving

All donations made to the University by benefactors or others wishing to support the University's activities must be considered in the light of the Bribery Act.

Donations of this kind can sometimes mask corrupt activity. No donations should be accepted without due diligence procedures being followed in respect of the purpose of the donation and the background of the donor, amongst other steps. The level of due diligence required will be proportionate to any potential corruption risk identified.

No donation should be accepted if it could be construed as improperly influencing the University or another person. Should a member of staff have any ethical concerns about a proposed donation, this should be reported immediately to their Head of School /

Support Department who should refer the matter to the Ethical Fundraising Advisory Group for further advice.

5. Honorary Degrees

Honorary Degrees are awarded by the University for one of the following reasons:

- Outstanding personal contributions to the work and development of the University - in the case of (normally former) members of staff, extending beyond their immediate area of responsibility;
- Outstanding social, economic or cultural contribution to the City of Edinburgh or Scotland;
- Outstanding work, public service or contribution to society more generally in areas of particular relevance to the University's values and mission;
- Outstanding achievement by an alumnus/a, especially combined with one of the above.

Under no circumstances may an honorary degree be awarded as an improper inducement to the individual recipient to provide additional services to the University. In addition, the University's 'Honorary Degree Committee' will oversee the award of Honorary Degrees and will ensure the guidance in this policy is taken into account when considering nominations for such degrees.

6. Agents, Other Third Parties, and Joint Ventures

In some parts of the University's commercial activities, it needs to engage agents and other intermediaries.

All appointments of agents and other parties who provide the University with services must follow risk-based due diligence procedures. This includes where the University enters in to any form of partnership with another organisation or a joint venture arrangement.

For the appointment of any overseas agents, a high level of due diligence is required. A non-exhaustive list of steps that must be considered is set out in Section 7 below.

Equivalent due diligence steps to those taken for overseas agents should be taken in relation to all Joint Venture Partners outside of the UK.

Advice should be sought from Heads of Schools/Support Departments on due diligence steps required for any joint venture, whether in the UK or overseas. All appointments of agents and joint venture partners must be monitored and reviewed on a periodic basis

and ongoing due diligence procedures adopted, proportionate to any corruption risks that have been identified.

Any agents or other parties who are performing services for, or on behalf of the University, will be expected to agree to a contractual clause which confirms that they will comply with the University's Anti-Bribery and Corruption Policy or adhere to an equivalent policy, standard or other procedures they may have in place to prevent bribery. This clause will confirm that any breach of these anti-corruption obligations can lead to termination of the contractual relationship.

7. Due Diligence

Appropriate risk-based due diligence must be conducted in relation to any party outside of the University who is performing services for it or on its behalf. Enhanced due diligence should be conducted in relation to overseas agents and joint venture partners of the University. The following guidance indicates the steps that should be considered in planning and conducting Due Diligence in these types of relationship.

- Require the party/agent to complete a Questionnaire (**currently under development**), which requests details of the party/agent's ownership; details of senior management of the party/agent; a copy of CVs of key personnel performing services for the University); details of referees for the party/agent and key personnel who will be providing services under the proposed agreement; details of other directorships held, existing partnerships, and third-party relationships, and any relevant judicial or regulatory findings about the party/agent or key personnel of the party/agent, and details of the jurisdictions in which the agent operates.
- Undertake research, including reasonable internet research (dependent on risk), on the party/agent and any individuals who have a degree of control if the agent is a corporate entity.
- Check independently that the party/agent does not appear on any applicable sanctions list, or have outstanding court actions or judgments against it
- Make enquiries with any relevant authorities, including contacting a commercial attaché at the embassy in the territory where the party/agent operates, to verify information obtained in the Questionnaire and seek any independent background information about the party/agent's reputation.
- Take up references and assess responses received
- Conduct any further enquiries of the party/agent to clarify any matters arising from the questionnaire, including arranging a face to face meeting if required. There may also be a need to meet with the party/agent in the territory
- Request and review copies of the party/agent's anti-bribery policies and any relevant procedures they operate to prevent bribery and corruption
- Assess relevant commercial considerations for the University's activities, e.g.:

- is the appointment necessary?
- does the party/agent have the required expertise to provide the services?
- is the party/agent going to interact with a public official, or are there any other connections between an party/agent and a public official?
- are the proposed payment terms of the party/agent reasonable and in accordance with the market rate?
- have appropriate steps been taken to consider alternative appointments/competitors to this party/agent?

8. Facilitation Payments

Facilitation payments are typically small unofficial payments paid to speed up an administrative process or secure a routine government action by an official. They are more common in certain overseas jurisdictions in which the University conducts its activities, but it is possible that they could arise in the UK.

Facilitation payments are treated as bribes by the Bribery Act and are prohibited by this Policy.

Examples of when such payments may be requested include:

- To obtain or expedite a permit, licence or other official document or approval
- To facilitate provision of utilities, such as connecting water, electricity, gas or telephone services
- At border controls or crossings to allow safe or prompt entry or exit from a jurisdiction
- To avoid unwarranted delays when goods are held by a customs official
- To ensure personal security or preservation of property from law enforcement officials

Facilitation payments should be contrasted with official, lawful payments (typically to an organisation rather than an individual) to expedite certain functions (e.g. where there is an official system to choose a premium fast track service to obtain a passport). Sometimes demands for facilitation payments are forms of extortion (e.g. unless the demand is met, a person's safety or liberty is placed in jeopardy). However, identifying when a payment is a lawful, official payment and when it is a facilitation payment and a bribe is not always easy. In these cases, it is important for staff to seek confirmation wherever possible of the lawfulness of the payment from an independent source, and seek additional guidance from their Head of School/Support Department or the University Secretary immediately.

If it is not possible to undertake the above steps and if a member of staff is unsure as to the validity of an official's request for a payment, the steps below should be followed as far as they are applicable and as far as it is possible to do so:

The member of staff should:

- Contact their line manager
- Ask the official for proof of the validity of the fee
- Request that a receipt be provided confirming the validity of the payment
- If no proof of validity will be provided, politely decline to make the payment and explain they cannot make the payment because of the University's policy and anti-bribery laws
- If possible ask to see the official's supervisor
- Make a full note of the request, the circumstances and the parties involved
- At all times remain calm, respectful and polite

The University policy is that it strictly prohibits any kind of facilitation payments made by members of staff or third parties acting on its behalf. However, if a member of staff is in fear for their safety or at risk of loss of liberty, they should not refuse the demand for a payment. In all circumstances members of staff must report any demand for facilitation payments immediately to their Head of School/Support Department, who should in turn refer to matter to the University Secretary for expert advice and guidance where appropriate.