

Compliance Quick Guide 03: Reporting Bribery & Fraud



1. What do I do if I discover or suspect bribery or fraud?

The University Bribery & Fraud Policy provides a framework for guarding against corruption in relation to University activities. There are also accompanying [Procedures](#) for dealing with instances of suspected bribery or fraud. This brief guide outlines how you should go about reporting your concerns or suspicions in accordance with these procedures.

2. How to report bribery or fraud

Genuine concerns and reasonable suspicions about bribery and fraud should be reported in the first instance to the Director of Finance or the Registrar or to compliance@admin.ox.ac.uk. Additionally:

For further guidance and support - ✉ compliance@admin.ox.ac.uk ☎ (01865) (2) 70187

For the Bribery and Fraud Policy - www.admin.ox.ac.uk/iso/statutes/briberyandfraudpolicy/

For Public Interest Disclosure - www.admin.ox.ac.uk/personnel/cops/pid/

Preferably your report should be in writing – via email or in paper form. Please ensure that any report made in this manner is addressed directly to the Registrar or Director of Finance and clearly marked (on the heading or the envelope) **STRICTLY CONFIDENTIAL**.

You can make a verbal report, by telephone or in person, but will normally be asked to confirm the details subsequently in writing.

Anonymous reports are generally not accepted except where there is strong evidence of actual or potential injury, damage or loss.

3. What you need to tell us

Who you are – tell us your name, your role or relationship to the University, and your preferred contact details (e.g. telephone number, email address, postal address, etc.)

The nature of the alleged misconduct – if you can, summarize the issue into a single line, e.g. ‘Suspected bribery offered to staff by a supplier’, or ‘Facilitation payment requested by customs official’, or ‘Falsified claim for reimbursement of expenses’, etc.

Who is involved – the names of all persons involved, their roles or relationships to the University, and what part they played (e.g. perpetrator, target or victim, witness, etc.) If you are or were directly involved yourself then please tell us how, otherwise tell us how you came to discover the matter.

What happened – tell us in as much detail as possible about the activities that occurred, what was said, when, where and by whom. Of particular interest is any detail that you may be able to provide on:

- losses, damage or injury incurred or likely to arise;
- threats, offers, promises or agreements made;
- whether any money, gifts or valuables changed hands or were promised;
- whether any services, hospitality or preferential treatment was involved.

Evidence – what solid evidence exists to support your account and are there any witnesses who could corroborate or add to it?

4. What happens next?

Your report is submitted in accordance with the University Code on Public Interest Disclosure. This means that you cannot be penalized or dismissed as a result of disclosing serious concerns in accordance with this policy.

In accordance with the Procedures the Registrar will consider all submissions and determine whether there is a case to answer. If this happens then you may be asked to supply further detail. Irrespective of what happens you should expect to be informed of the outcome.