



**VIT**<sup>®</sup>  
**Vellore Institute of Technology**  
(Deemed to be University under section 3 of UGC Act, 1956)

# Anti-Corruption and Anti-Bribery Policy

(Ver. 2.0)

## **1.0 Introduction**

Vellore Institute of Technology, Vellore, is committed to upholding the highest standards of ethical conduct and integrity in all its operations and interactions. This Anti-Bribery and Anti-Corruption Policy outlines the institution's zero-tolerance approach towards bribery and corruption. The purpose of this policy is to prevent, detect, and respond to any form of bribery and corruption in all of the activities of the institution.

## **2.0 Scope**

2.1 This policy is applicable to all faculty members, staff members, students, parents, other employees, contractors, agents, vendors, and any other parties associated with Vellore Institute of Technology, Vellore main Campus and Chennai off Campus, hereafter referred just as VIT.

2.2 The policy covers all activities that are carried out by VIT, including the Academic, Research, Extension and other Administrative activities.

2.3 It also covers all interactions and transactions, both domestic and international, that are conducted on behalf of and / or for the institution.

## **3.0 Definitions**

3.1 Bribery: The act of offering, giving, receiving, or soliciting something of value to influence the actions of an individual in a position of trust, in order to gain a personal, professional, or business advantage.

3.2 Corruption: The abuse of entrusted power for personal or organizational gain, which can include bribery, embezzlement, favouritism, or any other unethical conduct.

## **4.0 Prohibited Conduct**

4.1 Bribery: No employee or associated party of VIT shall offer, promise, give, request, or accept any form of bribe, kickback, or facilitation payment to or from any individual, whether directly or indirectly, in connection with the institution's operations or business.

4.2 Conflicts of Interest: Any individual associated with the institution must avoid conflicts of interest that could compromise their judgment and decision-making abilities.

4.3 Gifts and Hospitality: Accepting or offering gifts, hospitality, or entertainment that may create a sense of obligation, influence, or compromise the institution's interests is strictly prohibited. Modest and reasonable gifts, entertainment, or hospitality exchanged for legitimate

business purposes are allowed. However, these must be transparent, explicit and approved in advance by the appropriate authority and properly recorded.

### **5.0 Reporting Procedures**

VIT will provide a secure and confidential channel for reporting any suspected or witnessed cases of bribery or corruption. This is to send an official e-mail to the Registrar ([registrar@vit.ac.in](mailto:registrar@vit.ac.in)) of the Institution. Employees and associated parties are encouraged to use this channel without fear of retaliation.

### **6.0 Investigation Process**

Any reported incidents will be thoroughly investigated by the appropriate authorities within the institution. Cooperation with the investigation is mandatory for all involved parties.

### **7.0 Consequences of Violation**

Violations of this policy will result in appropriate disciplinary actions, which may include termination of employment, contract termination, legal action, or any other measures deemed necessary by the institution.

### **8.0 Review and Amendment**

This policy will be periodically reviewed to ensure its effectiveness and relevance. Amendments may be made as necessary to address emerging risks and challenges.

### **9.0 Summary**

9.1 VIT's commitment to anti-bribery and anti-corruption extends beyond this policy. It is essential for everyone involved to uphold ethical conduct and promote transparency to maintain the institution's reputation and credibility.

9.2 VIT supports the culture of honesty and integrity and appreciates the cooperation of all individuals to achieve this goal.

**Registrar**