



WHAT IS CORRUPTION?

In the context of public universities, »corruption« is understood to mean the abuse of a position of trust in a teaching, research or administrative function in order to gain an advantage for oneself or a third party. Attempts at corruption are often initiated by »small favours« (gifts and rewards). Often no concrete »consideration« on the part of the recipient is mentioned initially.

WHAT COULD SUCH AN ADVANTAGE BE?

- In addition to monetary payments, examples of advantages are
- > vouchers,
 - > tickets,
 - > material gifts,
 - > disproportionately high payment for secondary employment,
 - > being taken on trips,
 - > prize money,
 - > granting of sexual favours,
 - > other forms of favours.



No chance for corruption

The University of Münster opposes all forms of corruption in the public sector - consistently, at all times and at all levels. We do not give corruption a chance.



Corruption

Abuse of office to gain an undue advantage for oneself or a third party.

It does not matter whether the advantage is tangible or intangible, nor what its value is.



Benefits are also considered to be advantages if they are given to close third parties, such as spouses or partners, children, etc.

Always ask yourself:

Why is something being offered?
Could something be expected in return?

If in doubt, it is better **not to accept anything**.

WHAT IS AND WHAT IS NOT PERMITTED AT THE UNIVERSITY OF MÜNSTER?

In principle, **accepting any kind of advantage is prohibited** in order to avoid any appearance of being receptive to personal benefits in the course of official duties/activities. There are a few **general exceptions** and **absolute taboos**:

Always permitted

(no authorisation required)

- > Acceptance of **mass promotional items** (e.g. biros, calendars),
- > **customary hospitality** (e.g. provision of food and drinks in the context of inaugurations, visits, official receptions, anniversaries),
- > gifts from one's work environment.



Always taboo

- > **cash** (including contributions to the coffee fund) or **vouchers**,
- > tickets for **private use** (also for sporting events, VIP lounges).



In certain situations, university employees may accept other benefits. However, the authorisation of one's superior must always be obtained first. However, this authorisation cannot be granted under any circumstance if the benefit could influence the way the employee carries out their work.

WHO IS HARMED BY CORRUPTION?

Oftentimes, the general public is the initial »victim« of an act of corruption as the principles of free competition and equal treatment may have been circumvented. Corruption is one of the offences that attract particularly great public attention and areas of responsibility of the tax-funded public sector are viewed with particular sensitivity. **Suspicion is often enough to cause lasting damage to the reputation of a public institution.**

For members of the University who are involved in acts of corruption, this can also have **personal consequences**. In addition to **consequences under employment, labour, disciplinary or criminal law, including removal from office or dismissal without notice**, the reputation of these individuals can also be permanently damaged by a mere suspicion.



THE THREE GOLDEN RULES:



1. **Strictly separate private and work-related activities.**



2. **Always inform your superior if**

- > you are offered a benefit that does not fall within the permitted categories,
- > you have already received a reward/gift (e.g. by post) or
- > you subsequently have doubts as to whether you were right to have accepted something!

In addition, you can always take your concerns to the **University's Corruption Prevention Officer and Compliance Office.**



3. **Do not make yourself an accomplice.**

Should you observe anything in your working environment that raises a suspicion of corruption, the **Corruption Prevention Officer** and the **Compliance Office** will accept your information confidentially.



Even a suspicion of corruption damages the image of the persons involved and the university.

Protect yourself and the reputation of our University and check with your superior if in doubt!



You can also submit reports digitally and, if you prefer, anonymously via the University's whistleblowing system (uni.ms/interne-meldestelle).

You can find more information at



uni.ms/korruptionspraevention

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