The University has a number of policies in place that underpin financial administration and ethical decision-making processes. All staff are responsible for ensuring that they are aware of the policies and comply with them. While we don’t expect you to remember all the detail, please see a summary below so you are aware of the key policies and their coverage so you can find out more should a relevant situation arise. More information is available from departmental administration teams or from the central [Compliance team](https://compliance.admin.ox.ac.uk/about) or Financial Assurance.

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| **Key Policies** |
| [**Financial Regulations**](https://finance.web.ox.ac.uk/financial-regulations) and [**supporting financial processes**](https://finance.web.ox.ac.uk/financial-processes) | The Financial Regulations and supporting financial processes ensure the proper use of University financial resources as well as ensuring legal obligations are fulfilled and the University can demonstrate to government bodies, funders and donors that it has good control arrangements in place. These are relevant for all staff (even if your role is not primarily financial); for example, they cover purchase of goods/services, expense claims, and managing research funding. |
| [**Statement of policy and procedure on conflict of interest**](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict/policy) | Conflicts of interest are bound to arise from time to time, and the policy establishes processes to facilitate activity taking place, while ensuring that any conflicts of interest are appropriately and demonstrably managed. All members of the University are responsible for recognising situations in which they have, or could be seen to have, a conflict of interest, to declare that conflict, and to take appropriate, agreed actions to manage that conflict. Please see the [leaflet](https://compliance.admin.ox.ac.uk/files/conflictsofinterestpdf) for further information. |
| [**Guidance Notes on the Holding of Outside Appointments**](https://hr.admin.ox.ac.uk/holding-outside-appointments) | Relevant staff (see policy for details) are permitted to hold outside appointments, including consultancies, which require a commitment of time that otherwise might reasonably be expected to be devoted to University duties. This is subject to the approval of their line manager (where relevant) and their head of department or the chair of the faculty board. A separate OA1 form should be completed for each potential income-earning or financial interest which may involve a [conflict of interest](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict) with an individual’s University role, as well as for holding an outside appointment. In addition, a [conflict of interest management plan](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict) may have to be agreed with the head of department. |
| [**Anti-Bribery Policy**](https://compliance.admin.ox.ac.uk/anti-bribery-policy) | Bribery is the offering, promising, giving, requesting, or accepting of a financial or other advantage with the intention to induce or reward improper performance. The University has zero tolerance for bribery and staff are expected to act at all times in a manner that is fair, impartial, and without favouritism or bias. No member of the University should seek or accept a financial or other advantage for themselves or the University. Any suspicion of bribery should be reported. All staff are encouraged to review [*Bribery: essential reading*](https://compliance.admin.ox.ac.uk/files/briberyessentialreadingwebsiteversionpdf).New training course available:  |
| [**Anti-Fraud Policy**](https://compliance.admin.ox.ac.uk/anti-fraud-policy) | Fraud is a dishonest act or omission that is made with the intent of making a gain or causing a loss (or the risk of a loss). Staff are expected to act at all times in a manner that is fair, honest and open, and follow the Information Security Policy and other relevant guidance to reduce the risk of fraud from unauthorised access to systems and data. Any suspicion of fraud should be reported. |
| [**Gifts and hospitality policy**](https://compliance.admin.ox.ac.uk/gifts-and-hospitality-policy) | Gifts and hospitality are the provision or receipt of property, consumables, services, entertainment or money for which no reasonable fee is paid by the recipient. Staff should give careful consideration to the provision or receipt of gifts and hospitality in line with the policy, and should be aware of the thresholds for reporting via departmental gifts and hospitality registers and for prior authorisation (noting there is a lower limit for public officials). |
| [**Anti-Facilitation of Tax Evasion Policy**](https://finance.web.ox.ac.uk/criminal-finances-act) | Tax evasion, and (since 2017) the deliberate and dishonest facilitation of the commission of tax evasion by another person in the UK or overseas, are criminal offences. Risks arise from a number of activities and in all cases the appropriate procedures should be followed. For example, tax evasion could occur through classifying someone as self-employed rather than as an employee (employment taxes), by misclassifying research collaboration (VAT) or through not paying local taxes in overseas countries. |
| [**Guidance for University staff for the acceptance of donations and research funding**](https://governance.admin.ox.ac.uk/guidance-for-university-staff-for-the-acceptance-of-donations-and-research-funding) | The University’s core objectives of teaching and research are supported to a significant extent by donations and research funding. The University is careful to ensure that funding does not impinge on academic freedom or create potential conflicts of interest (that cannot be disclosed and appropriately managed), or otherwise harm the reputation of the collegiate University. In addition to considering reputational issues and the wider interests of the University, funding is also reviewed in light of the University’s responsibilities as a charity. There is a formal process for the acceptance of funding, which forms part of the Financial Regulations of the University.  |
| [**Public interest disclosure (whistle-blowing) code of practice**](https://hr.admin.ox.ac.uk/public-interest-disclosure-whistle-blowing-code-of-practice) | The University places the greatest importance on the integrity of its operations, and has in place a number of policies and procedures to address problems that may arise for its employees and students, including those relating to grievance, harassment, discipline and individual allegations of fraud. Where there are genuine concerns about possible malpractices or improprieties that are not adequately covered by other University policies or procedures, staff are encouraged to make a public interest disclosure. |