

What may be accepted?

There are clear regulations on the acceptance of rewards and gifts for the public service, which are briefly explained here.

Principle:

No gifts in relation to official duties may be accepted.

Permissible:

- Low-value gifts up to a total value of €10 (e.g. promotional items),
- customary hospitality during official activities (refreshments, lunch if necessary),
- gifts from co-workers and supervisors for birthdays and on special occasions.

Taboo:

- Cash (also for the coffee cash box),
- entrance tickets (also for sport events, the VIP lounge ...),
- personal discounts (also provision of items on special terms).

Addendum:

In exceptional cases, approval may be granted in writing by Internal Auditing for gifts up to a value of 50 EUR.

The exact **regulations** and further information on the topics of corruption prevention and the acceptance of rewards and gifts can be found on TU Braunschweig's Information Portal.

Do not keep observations to yourself, prevent corruption!

Who you can contact:

Contact persons for anti-corruption

Anti-Corruption Officer of TU Braunschweig Martin Mahnkopf

Phone: +49 531 391 4118

E-Mail: m.mahnkopf@tu-braunschweig.de

You can also contact the staff of Internal Auditing. Your information will, of course, be treated confidentially and under preservation of your anonymity.

Anonymous Messages

Information can also be sent anonymously to the Anti-Corruption Officer and Internal Auditing of TU Braunschweig with the notation "Personal/Confidential" or via the Internet to the Landeskriminalamt (State Office of Criminal Investigations). Reports must be concrete and comprehensible.

www.lka.polizei-nds.de

You can also find more information here:

www.mi.niedersachsen.de

Editor:

Technische Universität Braunschweig
Internal Auditing and Organizational Development
Universitätsplatz 2, 38106 Braunschweig

Phone: +49 531 391 4118

Telefax: +49 531 391 4233

iroe@tu-braunschweig.de

www.tu-braunschweig.de/iroe



Prevention and Control of

Corruption

Welcome!

Corruption and the public administration — these are often linked topics in the media.

As corruption, accountability and transparency get more and more into focus, we would like to make you aware of these topics.

Internal Auditing and Organizational Development has published a guideline on corruption prevention.

If you have any questions, please do not hesitate to contact the Anti-Corruption Officer of TU Braunschweig, Martin Mahnkopf, as well as the Internal Auditing team.

The Management

of Technische Universität Braunschweig

Braunschweig, in November 2021

What is corruption?

Corruption is the misuse of a key function for obtaining an advantage for oneself or a third party from which the general public suffers damage.

Who may be affected?

Staff members in all areas with activities from granting admissions to creating tenders! Corruption is not limited to the public service; commercial enterprises are also affected. Whoever is in a position with external contacts is particularly at risk, e.g. in the case of

- Contracting
- Certifications
- Approvals
- Subsidies
- Inspections
- Allowances

Small gifts keep the friendship?

It is difficult to define where corruption begins. Transitions are fluid. Small tokens of appreciation over an extended period of time can be used deliberately to make someone morally dependent.

Sometimes it begins quite harmlessly: a small gift for Christmas, followed by further attentions and then there is sometimes a "private" invitation to dinner or to a soccer match. Therefore, always ask yourself this question first:

For what reason am I being offered this and what could actually be behind it?

Gray area

Pay attention to keep your work and private life separate.

„Talk among friends“

Official/business secrets and internal information must not be disclosed in private — even between friends!

„I'll send it to your home!“

If you get something "nice" personally or privately, it may be work-related! Be especially cautious if not you, but family members, associations close to you or the like receive a benefit.

Additional employments

Be mindful of any outside employment offered to you. Get all additional activities registered with the Personnel Department.

Consequences

Corruption has consequences under civil service, employment and criminal law.

Civil servants must expect to be removed from service or to be deprived of their pension.

Employees and workers are in danger of dismissal without notice.

Giver and recipient must expect a fine or imprisonment of up to ten years. Recourse claims may also exist.

How do I have to behave? What can I do?

Transparency

Files must be kept in such a way that decision-making processes are comprehensible, thus precluding the suspicion of corruption.

To your own protection

- Pay for yourself, e.g. on occasions of working dinners.
- If you are offered or asked to do something, make sure you are accompanied at appointments and
- inform your supervisors.

Controlling corruption

If you observe corruption or notice something suspicious, please report it to the anti-corruption contacts, the police or public prosecutor's office. You will find the contacts on the back page.