



Université Saint-Joseph de Beyrouth
جامعة القديس يوسف في بيروت

Anti-Fraud Policy of Saint Joseph University of Beirut

(The French text of this policy was approved by the University Board during its 213th meeting on June 22, 2022)



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Section 1 - Scope of Application

1. The members of the University Community of Université Saint-Joseph de Beyrouth (Saint Joseph University of Beirut, hereinafter referred to as “the University”), i.e. full-time or part-time personnel, tenured or non-tenured faculty or other,
 - Any tenured or non-tenured instructor,
 - Any researcher or PhD candidate,
 - Any student or intern,

as well as

- Any service provider who has contracted with the University in any way whatsoever,
- Any guest from outside the University,

undertake not to engage in any illegal activity, in or outside the exercise of their duties, nor to commit any act of fraud, whether or not it is against the interests of the University. It is in this sense that the present policy has been established.

The Internal Audit Office shall take charge of the examination of the case and shall carry out an investigation at the request of the Rector of the University.

2. Any act or attempt of fraud found as a result of an investigation by the Internal Audit Service, of a criminal conviction, or of a written acknowledgement by the infringing party involved will result in disciplinary action up to and including dismissal.
3. For the purposes of the present policy, the following are deemed as fraud:
 - a. Theft or embezzlement of the University’s tangible and intangible goods.
 - b. Submission of falsified payment or reimbursement claims.
 - c. Accepting a “bribe” or facilitating its procurement, accepting gifts or other favors or gratuities under circumstances that could lead to the inference that the gift or favor was intended to influence the decision-making of a University staff member.
 - d. Accepting a commission from a third party or paying a commission to a third party (bribe).
 - e. Blackmail or extortion of money or its equivalent.
 - f. Off-the-books accounting or falsified or fictitious writings.
 - g. Creation and/or deliberate distribution of false or misleading financial reports.
 - h. Paying excessive prices or fees when their justification is not documented.
 - i. Violating University procedures for personal gain or to the detriment of the University’s financial interests.
 - j. Misuse, by University heads, of tax regulations and legislation.
4. If a member of the University Community knows or reasonably believes that persons associated with the University have committed or plan on committing an act of fraud described above, they should promptly file a written complaint to the Internal Audit Office, the Secretary-General, or the Rector.
5. Institution heads are required to exercise due diligence to prevent, detect, and report potential acts of fraud that may be committed by personnel under their supervision.



Section 2 - Consequences of Fraudulent Acts

1. The University reserves the discretionary right to take all appropriate actions in response to any complaint, including disciplinary and judicial action, up to and including dismissal, against any person who has acted in violation of the present policy.
2. Any member of the University Community who acts in bad faith (*mala fide*), deliberately or maliciously, to cover up or conceal an act sanctioned by the present policy, may be subject to disciplinary action.
3. The University reserves the right to file complaints against members of the University Community and to pursue any legal action before the appropriate authorities.
4. The University reserves the right to sue any member of the University Community in the appropriate civil courts to restitute any loss the University may have sustained.
5. The Human Resources Office, which holds the records of a member of the University Community sanctioned under the present policy, shall record the grounds for the disciplinary measures.
6. A member of the University Community who is dismissed pursuant to the present policy shall not be eligible for reemployment by the University unless otherwise decided in writing by the Rector.


Section 3 - Procedures for Reporting Fraud

1. Complaints may be reported in writing to the Director of the Internal Audit Office, the Secretary-General or the Rector of the University.
2. All complaints of fraud shall be reported on the form attached to the present policy, by the complainant, their supervisor or, in the case of a verbal complaint, by the person receiving the complaint, with a copy sent to the Director of the Internal Audit Office. If the complaint is against the Director of the Internal Audit Office, the copy of the complaint shall be sent directly to the Rector or the Secretary-General.
3. The Director of the Internal Audit Office shall forward a report of any complaint and the results of any subsequent investigation to the Rector. If the complaint concerns the Director of the Internal Audit Office, the Director of the External Audit Office shall be instructed by the Rector to conduct the investigation and submit the report to the Rector and the Secretary-General.

However, any person reporting actual or suspected fraud is encouraged to contact the Head of Internal Audit Office in the event that additional information is needed.


Section 4 - Procedures for Investigating Fraud Allegations

1. The complaint will be reviewed by the Director of the Internal Audit Office (or, if the complaint involves the Director of the Internal Audit Office, by the Rector or the Secretary-General), with the assistance of the University attorney, and investigation measures will be taken as quickly as possible.
2. Any complaint of fraud will be handled in the most confidential manner possible.
3. Whenever possible, the complainant or the hierarchical superior will meet and discuss the matter with the Director of the Internal Audit Office. This discussion will include consideration of the following matters:
 - a. Does the alleged act constitute a violation of the present policy?
 - b. Is the matter potentially a criminal offense?

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- c. What immediate measures must be taken to protect the evidence and how will these measures be taken?
 - d. Should the judicial authorities or the Attorney General be informed?
 - e. What University units are involved? Should their Heads be involved in the investigation, and if so, when?
 4. A basic principle is that no unit of the University should be allowed to investigate independently.
 5. If deemed necessary, the Director of the Internal Audit Office may inform the Director of the Human Resources Office, the Dean, and other relevant department heads of the complaint and the status of the investigation.
 6. If the Director of the Internal Audit Office deems that a full investigation should be conducted, they will notify the Rector, who will appoint an investigation committee and designate a chairperson from among the committee to oversee the investigation. If the Rector is the subject of the complaint, he will refer the matter to the University Executive Board, which will appoint an investigation committee.
 7. If there is a threat to life, fear of loss of evidence, or opportunity to remedy the situation, the Rector (or the Executive Board if the Rector is involved) may take or order immediate action, pending the meeting referred to in item 3 above, or a meeting of the investigation committee.
 8. The investigation committee may decide to meet with the persons involved in the investigation and, if necessary, request the Human Resources Office to temporarily suspend the persons involved in the investigation from their current duties until the investigation confirms their involvement in the fraud or clears them of any suspicion. A copy of the request for suspension shall be sent to the head of the department or office of the person under investigation.
The committee may also hold meetings with other persons suspected of involvement or knowledge of the alleged fraud.
All such meetings shall be treated as confidentially as possible and shall be documented by the committee.
 9. University personnel under investigation shall have the right to consult with an attorney or any other University personnel who will be present during any meeting conducted in connection with the alleged fraud.
 10. Any member of the University Community under investigation has the right to have a faculty representative present during any meeting.
 11. Upon completion of its investigation, the investigation committee shall submit a written report to the Rector (or the Executive Board if the Rector is involved), who will render a decision on the matter, including any disciplinary action to be taken. This decision will be communicated to the person accused of fraud, by the Rector's office, in coordination with the Human Resources Office. The decision of the Rector or the Executive Board will be final.

Section 5 - Complainant or Whistleblower Protection Under the Policy

1. In conducting its investigations and handling complaints under the present policy, the University will endeavor to keep confidential the identity of any complainant or person who provides information during the course of an investigation.
2. The University will not take any detrimental measure knowingly, with the intent to retaliate, against a complainant or person who provides information during an investigation to:
 - a. Report a complaint in good faith (*bona fide*) in accordance with the present policy to the Director of the Internal Audit Office, the Secretary-General, or the Rector; or

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- b. Provide, in good faith (*bona fide*), information regarding a complaint to the Director of the Internal Audit Office, the Secretary-General, or the Rector; or
 - c. Participate or assist in the filing of a complaint that is about to be filed.
 3. Individuals who threaten to retaliate against a person reporting suspected fraud are subject to disciplinary action, up to and including dismissal.
 4. A person who deliberately or maliciously provides false information or allegations, however, may be subject to disciplinary measures up to and including dismissal.

Section 6 - Keeping Complaints and Documents

All complaints regarding alleged violations of the present policy shall be kept confidential. Moreover, all written statements, as well as the results of any related investigation, shall be kept by the University in accordance with the University's own record-keeping code.

Section 7 - Entry into Force

The present policy, as well as any subsequent amendments, shall become effective upon approval by the University Board.

The policy and any amendments thereto shall be communicated to the University Community by any means. As such, it is made available on the University website.

For any comments or requests, please contact: audit.interne@usj.edu.lb, secg@usj.edu.lb, or recteur@usj.edu.lb.



APPENDIX 1

Commitment

I, the undersigned,, holding the position of.....
at Université Saint-Joseph de Beyrouth (Saint Joseph University of Beirut) (hereinafter referred to as “the University”) undertake, in accordance with the Anti-Fraud Policy of the University, not to commit any act or attempt of fraud.

I therefore undertake to:

- Not engage in any illegal activity, in or outside the performance of my duties
- Not commit any act of fraud, whether or not it is contrary to the interests of the University
- Immediately file a complaint to the Internal Audit Office, the Secretary-General or the Rector of the University upon discovery of any fraudulent act or attempt.

This undertaking shall remain in force for the duration of my employment.

I have been informed that any partial or total failure to comply with this undertaking will expose me to possible disciplinary and/or legal sanctions in accordance with the University’s statutes and the regulations in force.

Name:

Signed in:

On:

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APPENDIX 2

Fraud Complaint Form

Prepared by : Date :

Institution/Office : Signature :

Description of the allegedly fraudulent act and identification of the parties involved

Were any parties outside the University involved?

How was the incident discovered?

Rules, codes, regulations and procedures allegedly violated

Other comments or remarks

Complaint filed to:

- The Director of the Internal Audit Office
- The Secretary-General
- The Rector of USJ
- Other:

Date :

Signature :