**Text for use in issuing annual reminder of the Financial Regulations and key policies**

***Notes:*** *departments are responsible for ensuing all members of their department are aware of the Financial Regulations, financial processes and other key policies. As detailed in the Departmental Financial Self-Assurance Return it is good practice to circulate annual reminders of these. The following tools are available:*

* *The text below can be used as a base for an email to circulate to your departments as the academic year starts. Please feel free to amend these suggestions as appropriate for your department. You may also wish to consider asking colleagues to confirm that they understand the key policies.*
* *It is also good practice to include this information in inductions and staff handbooks (or equivalent, e.g. intranet sites). Please see the “Detailed recommended text for inclusion in departmental handbooks” word document with fuller information that can be amended and used for this purpose.*
* *Please also see the leaflet on conflicts of interest that can be circulated to your department. The leaflet is available on the* [*Compliance team website*](https://compliance.admin.ox.ac.uk/files/conflictsofinterestpdf) *and you can request hard copies from* *coisec@admin.ox.ac.uk**.*

*This (and other) information is available via the* [*Financial Assurance website*](https://finance.web.ox.ac.uk/managing-financial-administration)*, including links to the policies and other information on the* [*Compliance website*](https://compliance.admin.ox.ac.uk/)*. Please let us know if you have any feedback or if there is other information you would find helpful.*

The University has a number of key 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. More information is available from departmental administration teams or from the central [Compliance team](https://compliance.admin.ox.ac.uk/about).

**Key policies**

[**Financial Regulations**](https://finance.web.ox.ac.uk/financial-regulations) and [**supporting financial processes**](https://finance.web.ox.ac.uk/financial-processes)**:** established to ensure the proper use of University financial resources as well as fulfilling legal obligations and enabling the University to demonstrate to government bodies, funders and donors that it has good control arrangements in place. All staff are responsible for complying with these regulations and the financial processes, even if their role is not primarily financial. For example, they cover purchase of goods/services, expense claims, and managing research funding. The Financial Regulations also set out how key authorities are delegated, for example for committing the University in contracts or committing expenditure.

[**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 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 information.

[**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 to the Director of Finance, the Registrar or to compliance@admin.ox.ac.uk. All staff are encouraged to review [*Bribery: essential reading*](https://compliance.admin.ox.ac.uk/files/briberyessentialreadingwebsiteversionpdf).

[**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 in return 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 the departmental Gifts and Hospitality Register and for prior authorisation (noting there is a lower limit for public officials).

[**Criminal Finances Act**](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.

[**Public interest disclosure (whistle-blowing) code of practice**](http://www.admin.ox.ac.uk/personnel/cops/pid/)**:** 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.

**Other important policies**

* [Information Security policy](https://www.infosec.ox.ac.uk/guidance-policy)
* [Risk management framework](https://compliance.web.ox.ac.uk/risk-management-framework)
* [Guidance Notes on the Holding of Outside Appointments](https://hr.admin.ox.ac.uk/holding-outside-appointments)