



**OFFICE OF THE REGISTRAR
ADMINISTRATION, PLANNING AND DEVELOPMENT.
INTERNAL MEMO**

FROM: Registrar, A P& D

DATE: 6/09/2019

TO: All Staff

REF: MU/IO/GC/07/1

SUBJECT: INTEGRITY PACK

Reference is made to the above subject matter.

This is to clarify that all Staff (**Permanent, Temporary, Contract or Casual**) therefore, are required to sign integrity pact available at the website and returned a hard copy to Moi University Integrity Office (**Third Floor Room No 323**) and a soft copy through the email address: muintegrity@gmail.com on or before Thursday 12th September, 2019 at 5pm.

For staff on casual basis use your national identification number as Employee Number.

Disciplinary action will be instituted to Officers who will not have sign and commit to the Code

Your co-operation is highly needed.

Thank you,

For **DR. PETER RUTTO,**
REGISTRAR, ADMINISTRATION, PLANNING AND DEVELOPMENT.

MOI UNIVERSITY CORRUPTION PREVENTION UNIT

7.0 Reporting of Corruption Cases

7.1 Avenues for Reporting

7.1.1 The University shall make provisions to allow for disclosure of all corrupt practices within the University by providing avenues for reporting such vices.

7.1.2 The reporting avenues include but not limited to:

- i. Corruption reporting boxes at strategic points within the University.
- ii. Integrity office on Hotline numbers (0777-220225, 0775-129999)
- iii. An interactive page on the University website (www.mu.ac.ke.)
- iv. The Council email : council@mu.ac.ke
- v. Office of the Vice-Chancellor: vcmoi2009@gmail.com
- vi. Integrity Office Email: integrity@mu.ac.ke, muintegrity@gmail.com
- vii. Office of Deans of schools and Dean of students.
- viii. Office of Directorates.
- ix. Chairs and Heads of Departments office.
- x. Directly to the EACC:

- a. Website [www.eacc.go.ke/report corruption](http://www.eacc.go.ke/report-corruption),
- b. Tel: (020) 2717318; 2720722; 2100312/3
- c. Mobile: 0729888881/2/3; 0736996600/33
- d. Fax: (020) 2717473
- e. Email address: eacc@integrity.go.ke

7.2 Guidelines for Corruption Reporting

7.2.1 All reports on corruption allegations shall be:

- i. Made in writing. Where a report is made verbally, the receiving officer will put it in writing after which the giver of the report where applicable shall confirm the contents of the written report and sign it.
- ii. Treated with confidentiality by the reporter and the receiver of the report.
- iii. Verified for authenticity by respective relevant investigating organs.
- iv. Forwarded to the Vice-Chancellor for further action.

7.2.2 Any party that reports instances of corruption is entitled to acknowledgement within three days and feedback on action taken on the matter reported within 21 working days of reporting. Where no action is taken within reasonable time, the informant may report the same to EACC.

7.2.3 However, if one is still not satisfied after using the procedures and getting a final written response, one is entitled to channel one's concern to other relevant agencies, which may include:

- a) The Office of the Auditor General
- b) A relevant professional or regulatory body
- c) Efficiency Monitoring Unit
- d) Ethics and Anti-Corruption Commission



- e) Directorate of Criminal Investigation
- f) Witness Protection Agency
- g) The Ombudsman Office/Commission on Administrative Justice

- 7.2.4 Any persons being the first recipients of reports shall have a duty to;-
- i. Treat concerns in a confidential manner.
 - ii. Carry out preliminary investigations to establish the veracity of the case
 - iii. Forward the case to the relevant university anti-corruption organ.

7.3. Handling of Corruption Cases

- 7.3.1 Any cases of suspected corruption reported to the University shall be referred to the relevant organ for further investigation.
- 7.3.2 Investigating organ shall submit a report to MUCPC for deliberations
- 7.3.3 Upon receipt of the report the MUCPC shall consider the report and determine the next course of action.
- 7.3.4 The Committee will then make a decision to:
- i. Refer the matter to the Staff or students Disciplinary Committee
 - ii. Refer the matter to other School Corruption Prevention Sub-Committee
 - iii. Refer the matter to the EACC.
 - iv. Refer the matter to the Kenya Police
 - v. Refer the matter to any other relevant Authority.
- 7.3.5 Internal sanctions for those found culpable shall be in accordance with disciplinary actions as per relevant policies.



MOI UNIVERSITY CORRUPTION PREVENTION UNIT

8.0 Whistle Blowing Procedure

8.1 Introduction

- 8.1.1 Whistleblower in the context of this policy refers to any person who witnesses or has any information or documents pertaining corrupt practice and reports using the channels outlined in this policy.
- 8.1.2 In accordance with the Witness Protection Act, 2006 the University undertakes to protect the identity of persons making corruption disclosures and to ensure that information that might identify the person making the disclosures is protected.

8.2 Procedure for Handling of Whistle Blowers

- 8.2.1 A person wishing to disclose information concerning corruption under witness protection act shall notify relevant University Authorities. If there is need to disclose the information this shall first be discussed with the person.
- 8.2.2 No action may be taken against informers for their assistance so long as the informer believes the information to be true.
- 8.2.3 The identity of an informer shall be handled in accordance with the procedure of the witness protection act.
- 8.2.4 Such informers shall be enrolled to Witness Protection Programme under the terms and conditions existing at the time of enrollment.
- 8.2.5 The officer receiving the request for protection shall notify the Vice-Chancellor of the same within three working days.
- 8.2.6 The Vice-Chancellor shall take necessary steps and measures to ensure the whistle blower is protected.

9.0 Anonymity and Confidentiality

- 9.1 All matters raised by concerned employees will be treated with utmost confidentiality.
- 9.2 All correspondence entered into the whistle blowing process will be absolutely confidential whether a person making the disclosure wishes to remain anonymous or not.
- 9.3 The substance of an investigation including the identities of the parties to it will remain confidential and may only be disclosed with the consent of the complainant.

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