



## **INTEGRITY BRIEFING**

### **UNIVERSITI MALAYSIA KELANTAN**

Please be reminded that the following acts would be an offence under the MACC Act 2009 or Penal Code or related Acts:

1. Using office funds or money for personal interest;
2. Obtaining money, goods or services from clients in a forceful manner;
3. Accepting gifts in the form of money, goods or services for services rendered;
4. Involving directly in the process of awarding contracts to family members and or parties whom you have an interest in;
5. Involving directly in the process of appointing family members to fill vacancies at the office;
6. Submitting accommodation claims when accommodation has already been provided by the organiser;
7. Taking or using office equipment (e.g.: thumb drive, etc.) for personal and or family use;
8. If you are an Enforcement Officer, it is wrong to use threats and or intimidation to obtain money, goods or services;
9. Using power and or position to obtain certain gains or benefits;
10. Handing out money or incentives in order to obtain and or buy votes;
11. Using social media to express dissatisfaction with the Department and or the Organisation and disclose Department and or Organisation's secrets;
12. Requesting politicians and or dignitaries to use their influence in office related matters (e.g. appointments, exchanges, promotions, etc.).

Above are only part of the number of actions, whether bound by law or not, that should not be committed, and in fact, one should act sincerely at all times with trust and honesty, and practise a culture of integrity.

**INTEGRITY UNIT**  
**VICE CHANCELLOR OFFICE**