

No. 757.

AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI SULTAN ZAINAL ABIDIN

STATUT KETUA PEGAWAI INTEGRITI 2024

Pada menjalankan kuasa yang diberikan oleh seksyen 35(1) Perlembagaan Universiti Sultan Zainal Abidin [*P.U. (A) 456/2010*], Canselor membuat statut yang berikut:

Nama dan permulaan kuat kuasa

1. (1) Statut ini bolehlah dinamakan Statut Ketua Pegawai Integriti 2024.
- (2) Statut ini disifatkan telah mula berkuat kuasa pada 1 Januari 2024.

Tafsiran

2. Dalam Statut ini, melainkan jika konteksnya menghendaki makna yang lain—

“Lembaga” ertinya Lembaga Pengarah Universiti;

“Jawatankuasa” ertinya Jawatankuasa Aduan dan Integriti Universiti;

“Perlembagaan” ertinya Perlembagaan Universiti Sultan Zainal Abidin; dan

“Unit Integriti” ertinya suatu jabatan atau unit dengan apa-apa jua nama sebagaimana yang ditentukan oleh Lembaga yang menguruskan hal ehwal integriti, aduan, siasatan dalaman, pencegahan rasuah dan yang seumpamanya, yang bertanggungjawab secara langsung kepada Lembaga dan di bawah penyeliaan pentadbiran Naib Canselor.

Fungsi dan Kuasa Ketua Pegawai Integriti

3. (1) Maka hendaklah ada seorang Ketua Pegawai Integriti yang dilantik oleh Naib Canselor, dengan persetujuan Lembaga, yang hendaklah berkhidmat sebagai pegawai Universiti sepenuh masa, mengikut seksyen 15 Perlembagaan.

(2) Tertakluk kepada Akta, Perlembagaan, Statut, Kaedah dan Peraturan, tugas Ketua Pegawai Integriti termasuklah—

- (a) menjadi ketua Unit Integriti;
- (b) menasihati Pihak Berkuasa Universiti berkaitan dengan perkara yang melibatkan apa jua aduan terhadap pegawai dan pekerja Universiti;
- (c) mengawal dan menyelia aktiviti Unit Integriti;

- (d) menasihati Pihak Berkuasa Universiti mengenai hal berkaitan dengan integriti dan pencegahan rasuah;
- (e) menyiasat sesuatu aduan dan memberikan pandangan bagi penyelesaian sesuatu aduan ke arah kebaikan Universiti;
- (f) melaporkan kepada pihak pengurusan Universiti mengenai individu atau pusat tanggungjawab yang sepatutnya mengambil tindakan atas sesuatu teguran;
- (g) menyiasat dan melaporkan kepada Lembaga mengenai pegawai dan pekerja Universiti yang didapati melakukan salah laku;
- (h) mempunyai kuasa untuk menjalankan siasatan ke atas apa-apa aduan yang dibuat termasuklah—
 - (i) aduan berkenaan salah laku pegawai dan pekerja Universiti; dan
 - (ii) aduan berkenaan salah guna kuasa, penyelewengan, salah tadbir dan seumpamanya dalam pentadbiran Universiti;
- (i) mengemukakan laporan setiap suku tahun kepada Lembaga dan Naib Canselor;
- (j) menyelia dan menambah baik sistem pengurusan aduan Universiti; dan
- (k) menjalankan tugas dan fungsi lain yang diarahkan oleh Lembaga dari semasa ke semasa.

(3) Ketua Pegawai Integriti hendaklah membuat laporan siasatan dan penemuan mengenainya kepada Lembaga dan dimaklumkan kepada Naib Canselor.

Penubuhan Jawatankuasa Aduan dan Integriti Universiti

4. Ketua Pegawai Integriti hendaklah menubuhkan suatu jawatankuasa aduan dan integriti untuk membantu dan menasihati Ketua Pegawai Integriti menjalankan segala fungsi dan kuasanya di bawah perenggan 3 serta membuat keputusan yang berkaitan dengannya.

Keahlian Jawatankuasa

5. (1) Keahlian Jawatankuasa dan hendaklah terdiri daripada—

- (a) Ketua Unit Integriti, yang hendaklah menjadi Pengerusi;
- (b) seorang pegawai atau pekerja Universiti dari Pejabat Penasihat Undang-Undang;

- (c) seorang pegawai atau pekerja Universiti dari Pejabat Pendaftar;
- (d) seorang pegawai atau pekerja Universiti dari Pejabat Bursar;
- (e) seorang Dekan dari mana-mana Fakulti; dan
- (f) seorang guru dari mana-mana Fakulti.

(2) Seorang pekerja Universiti dari Unit Integriti hendaklah menjadi Setiausaha kepada Jawatankuasa.

Penubuhan Jawatankuasa Khas Siasatan

6. (1) Sekiranya Jawatankuasa Aduan dan Integriti, setelah membuat penilaian awal terhadap aduan yang diterima, mendapati ada keperluan untuk menubuhkan Jawatankuasa Khas Siasatan bagi menjalankan siasatan lanjut, suatu Jawatankuasa Khas Siasatan boleh ditubuhkan dengan kelulusan Lembaga.

(2) Lembaga boleh memberi kuasa kepada Jawatankuasa Aduan dan Integriti untuk menubuhkan Jawatankuasa Khas Siasatan bagi sesuatu aduan.

Mewakulkan kuasa

7. (1) Ketua Pegawai Integriti boleh mewakulkan mana-mana kuasanya secara bertulis kepada mana-mana pekerja Universiti di Unit Integriti untuk membantu dalam melaksanakan dan menjalankan dengan sewajarnya tugas-tugas Ketua Pegawai Integriti.

(2) Perwakilan ini tidak termasuk kuasa untuk menandatangani perjanjian.

Ketiadaan Ketua Pegawai Integriti

8. Sekiranya Ketua Pegawai Integriti tiada bagi suatu tempoh yang lama atas apa-apa sebab, Pengerusi Lembaga boleh memberi kuasa secara bertulis kepada mana-mana pekerja Universiti untuk menjalankan kesemua atau mana-mana tugas Ketua Pegawai Integriti, semasa tempoh ketiadaannya.

Kesahan perbuatan mana-mana pegawai, pekerja Universiti, pusat tanggungjawab atau jawatankuasa yang menjalankan tugas berkenaan sebelum kuat kuasa Statut

9. Tiada apa-apa perbuatan atau peninggalan oleh mana-mana pegawai, pekerja Universiti, pusat tanggungjawab atau jawatankuasa yang menjalankan tugas yang berkenaan sebelum kuat kuasanya Statut ini boleh menjadi tidak sah atas sebab Statut ini belum berkuat kuasa.

Dibuat 4 November 2023

K.D.Y.M.M. SULTANAH NUR ZAHIRAH
Canselor
Universiti Sultan Zainal Abidin

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971
CONSTITUTION OF UNIVERSITI SULTAN ZAINAL ABIDIN

CHIEF INTEGRITY OFFICER STATUTE 2024

In exercise of the powers conferred by section 35(1) of the Constitution of Universiti Sultan Zainal Abidin [*P.U. (A) 456/2010*], the Chancellor makes the following statute:

Citation and commencement

1. (1) This Statute may be cited as the Chief Integrity Officer Statute 2024
- (2) This Statute is deemed to have come into operation on 1 January 2024.

Interpretation

2. In this Statute, unless the context otherwise requires—

“Board” means the Board of Directors of the University;

“Committee” means University Complaints and Integrity Committee;

“Constitution” means the Constitution of Universiti Sultan Zainal Abidin;
and

“Integrity Unit” means the department or unit with any name as determined by the Board that manages matters of integrity, complaint, internal investigation, preventive corruption and the like, which is directly answerable to the Board and under the administrative supervision of the Vice-Chancellor.

Functions and powers of the Chief Integrity Officer

3. (1) There shall be a Chief Integrity Officer appointed by the Vice-Chancellor, with the approval of the Board, who shall serve as a full-time University officer, in accordance with section 15 of the Constitution.

(2) Subject to the Act, Constitution, Statute, Rules and Regulations, the duties of the Chief Integrity Officer include—

- (a) to be the head of the Integrity Unit;
- (b) to advise the University Authority in relation to matters involving any complaints against officers and employees of the University;
- (c) to monitor and supervise the activities of the Integrity Unit;

- (d) to advise the University Authority on matters related to integrity and prevention of corruption;
- (e) to investigate complaints and provide insights for the resolution of complaints in the best interest of the University;
- (f) to report to the management of the University about individuals or responsibility centres that should have taken action on a reprimand;
- (g) to investigate and report to the Board about officers and employees of the University who are found to have committed misconduct;
- (h) to have authority to conduct investigation into any complaint including—
 - (i) complaints about the misconduct of officers and employees of the University; and
 - (ii) complaints about abuse of power, malpractice, mismanagement, and the like in University administration;
- (i) to submit quarterly reports to the Board and the Vice-Chancellor;
- (j) to supervise and improve the University's complaint management system; and
- (k) to carry out other duties and functions as directed by the Board from time to time.

(3) The Chief Integrity Officer shall make the report on the investigation and its findings to the Board and inform the Vice Chancellor.

Establishment of University Complaints and Integrity Committee

4. The Chief Integrity Officer shall establish a complaints and integrity committee to assist and advise the Chief Integrity Officer in carrying out all his functions and powers under paragraph 3 and make decisions related thereto.

Membership of Committee

5. (1) The Complaints and Integrity Committee shall consist of—

- (a) the Chief Integrity Officer, who shall be the Chairperson;
- (b) an officer or employee of the University from the Legal Advisor's Office;
- (c) an officer or employee of the University from the Registrar's Office;
- (d) an officer or employee of the University from the Bursary;

(e) a Dean from any Faculty; and

(f) a teacher from any Faculty.

(2) An employee of the University from the Integrity Unit shall be the Secretary to the committee.

Establishment of Special Committee of Inquiry

6. (1) If the Complaint and Integrity Committee, after preliminary assessment of the complaint, is of the view that a Special Committee of Inquiry should be established for the purpose of further investigation into a complaint, the Complaint and Integrity Committee may establish such Special Committee of Inquiry with the approval of the Board.

(2) The Board may authorize the Complaints and Integrity Committee to establish a Special Committee of Inquiry for any complaint.

Delegating power

7. (1) The Chief Integrity Officer may delegate any of his powers in writing to any employees of the University in the Integrity Unit to assist in the proper performance and exercise of the duties of the Chief Integrity Officer.

(2) This delegation shall not include the power to sign an agreement.

Absence of Chief Integrity Officer

8. Where the Chief Integrity Officer is absent for an extended period due to any reason, the Chairperson of the Board may authorise, in writing, any employees of the University to exercise all or any duties of the Chief Integrity Officer, during the period of absence.

Validity of acts and omissions of any officers, employees of the University, responsibility centers or committees performing the function before the enforcement of the Statute

9. No acts or omissions by any officers, employees of the University, responsibility centres or committees which exercises the duty in question before the coming into operation of this Statute shall be invalid on the ground that this Statute has not come into operation.

Made 4 November 2023

K.D.Y.M.M. SULTANAH NUR ZAHIRAH
Chancellor
Universiti Sultan Zainal Abidin