

## PRÄSIDENTIN

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Sicherheit und Angelegenheiten der  
Studierenden

Abteilung B2 – Organisation und Wahlen

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### Information regarding a survey being conducted as part of efforts to prevent and combat corruption at JLU Giessen, aimed at documenting work areas that are particularly at risk

Dear Sir/Madam,

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The Guidelines on the Prevention and Combating of Corruption in the Public Administration of the State of Hesse dated 18 November 2019 (<https://www.uni-giessen.de/de/org/admin/dez/c/mitarbeiter/rechtsgrundlagen/korruption>) applies to all employees of the State of Hesse and must be implemented by Justus Liebig University. Under this directive, authorities are required to carry out an investigation to identify work areas that are particularly vulnerable to corruption. The results will be collated in a formal report.

Corruption refers to the abuse of a position of trust for personal gain; it undermines confidence in the integrity and effectiveness of public administration. The line between acceptable and corrupt behaviour is blurred, which is why managers must ensure that organisational structures are in place within their areas of responsibility to minimise the risk of corruption for staff as far as possible.

Documenting areas of work that are particularly vulnerable to corruption is therefore an important safeguard against the risk of corruption. It highlights the following for a **particular post/role**,

- the level of risk of corruption that exists and,
- whether effective preventive measures are in place for the post/role (for example: administrative and functional supervision, control mechanisms, and the four-eyes principle).

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The basis and prerequisite for effective corruption prevention is a thorough understanding of the posts/roles where there is a risk of corruption. To this end, a job-specific survey (self-assessment) using a digital questionnaire will be conducted shortly; this is mandatory for all employees. The link to the survey will be sent to your work email address in due course. If employees do not have a work email address or are unable to complete the questionnaire online, managers are asked to provide a computer workstation for this purpose. This group of people will receive their login details via internal post.

This questionnaire concerns your involvement in work processes, your responsibilities, decision-making powers, discretion in making judgements, handling of data, and collaboration with external bodies. The aim

is to determine whether a particular work area is at risk of corruption, so that preventive measures can then be examined and implemented. As part of the review, it may be necessary to contact the relevant employee in order to clarify any queries with the relevant manager and discuss preventive measures, such as further training and workshops.

The survey and analysis will be carried out via the "LimeSurvey" platform. The questionnaire includes guidance to assist you; it will be analysed by the investigation body appointed by the university management. It will not be included in your personnel file, nor will it be disclosed to third parties. The questionnaires will be destroyed in accordance with data protection regulations as soon as they are no longer required for the purposes set out in the policy.

The documentation of work areas that are particularly vulnerable to corruption should not be interpreted as a sign of mistrust towards staff, but rather as a protective measure against the risk of corruption. The aim is to prevent the risks of corruption through targeted preventive measures – including those designed to protect employees. The documentation is intended to enable the university management and the heads of the respective organisational units to apply preventive measures in a targeted manner (for example, providing specific guidance to those affected, or organising participation in training programmes). The compilation of results for JLU in a report is not a one-off exercise, and is intended to be updated over a period of three to five years. The project has been agreed with the Data Protection Officer.

If you have any questions, please contact the investigating body: [untersuchendestelle@admin.uni-giessen.de](mailto:untersuchendestelle@admin.uni-giessen.de).

I would ask you to please also forward this circular to employees in your business area who cannot be reached by electronic mail. You can find the circular on the intranet at the following address:

Yours faithfully

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signed

Susanne Kraus

Chancellor