UNC Export Compliance Guide For International Travel

Export Controls and sanctions involve the requirement by the U.S. government to obtain a license (authorization) prior to exporting certain items outside of the United States.

- **“Export”** – An actual shipment or transfer out of the United States, including the sending or taking (e.g. hand-carrying) of an item out of the United States, in any manner – e.g. access of software or information by anyone in any location outside of the United States.
- **“Items”** – UNC-owned or sponsored research materials, equipment, technology, information, data, and software – e.g. University laptops and any sponsored research materials or information.
- **Prior to exporting any items out of the country, please consider the following questions:**
  - Is the international destination a comprehensively sanctioned country – i.e. Belarus, Cuba, Iran, North Korea, Syria, Russia, Ukraine?
  - Is an Electronic Export Information (EEI) filing required?
    - Is the item(s) I am taking abroad worth $2,500 or more?
    - Are you taking UNC-owned items to China, Russia, or Venezuela?
  - Are you bringing or accessing any sponsored research information, data, software, or technology that is restricted from publication or dissemination?
- If the answer to any of these questions is “Yes” contact the Export Compliance Office as soon as possible before you begin your travel plans (see Appendix I).

Antiboycott Rules prohibit U.S. persons from taking certain actions with the intent to comply with, further, or support an unsolicited foreign boycott (see Appendix II).

- **“Foreign Boycott”** – Refusing or agreeing to refuse to do business with a boycotted country that is not sanctioned by the United States.

Under the Foreign Corrupt Practices Act (FCPA), U.S. businesses and their agents are prohibited from making corrupt payments to foreign officials to obtain or retain business – i.e. a “Bribe.” (see Appendix III)

- **“Corrupt Payment (Bribe)”** - Payments, offers, or promises made for the purpose of:
  - (i) influencing any act or decision of a foreign official in his official capacity,
  - (ii) inducing a foreign official to do or omit to do any act in violation of the lawful duty of such official,
  - (iii) securing any improper advantage; or
  - (iv) inducing a foreign official to use his influence with a foreign government or instrumentality thereof to affect or influence any act or decision of such government or instrumentality.

If you receive a foreign bribe or receive a request to participate in any foreign boycott during your travels, please notify the Export Compliance Office immediately.
Appendix I

When To Contact The Export Compliance Office Before You Travel Internationally

1. Are you traveling to any of the following destinations: Belarus, Cuba, Iran, North Korea, Syria, Russia, or Ukraine?
   - Yes → Are you taking any UNC-owned materials, equipment, technology, or software and either of the following apply: 1) Items have a monetary value of $2,500 or more? 2) Travel is to China, Russia, or Venezuela?
     - Yes → Contact the Export Compliance Office at exportcontrol@unc.edu prior to leaving the United States or as soon as possible.
     - No → Proceed without needing to contact the Export Compliance Office.
   - No → Will you be taking or accessing any research-related information, data, or software that is not intended for use in research publications or is affiliated with any sponsored research projects that restrict public dissemination?
     - Yes → Proceed without needing to contact the Export Compliance Office.
     - No → Traveling Internationally?

2. Traveling Internationally?
   - Yes
     - Contact the Export Compliance Office at exportcontrol@unc.edu prior to leaving the United States or as soon as possible.
   - No
     - Proceed without needing to contact the Export Compliance Office.
Appendix II

Examples of Antiboycott Requests

Requests to participate in a foreign boycott may be either written or oral and may include a request to furnish information or enter into/implement an agreement. Written Communications can include, but are not limited to: Emails, Contracts and Purchase Orders, Letters of Credit, Import Documents, Invoices, and Shipping Terms. The following are pertinent examples taken from OAE resources:

- "In the case of overseas suppliers, this order is placed subject to the suppliers being not on the Israel boycott list published by the central Arab League."
- “The Contractor shall, throughout the continuance of the Contract, abide by and comply in all respects with the rules and instructions issued from time to time by the Israel Boycott Office in Iraq.”
- “We certify that neither the beneficiaries nor the suppliers of goods and services are subject to boycott.”
- “Offeror must not be included by the provisions of Arab Boycott of Israel.”
- “Goods of Israeli origin not acceptable.”

* For additional examples and scenarios that involved Antiboycott Rules, please visit the U.S. Department of Commerce, Office of Antiboycott Compliance webpage here.
YOU'VE BEEN ASKED TO PAY A BRIBE
HERE'S WHAT TO DO

DOUBLE-CHECK
Not all cash payments are bribes. So, first things first: are you absolutely sure you’re being asked for a bribe?

YES

NO

STAY COOL
Keep calm and friendly, and tell the person that you’re not sure what they mean. How do they respond to that?

THEY DROP IT

THEY ASK AGAIN

NICE JOB
Bribery is a crime of opportunity—sometimes just making the person repeat the request can scare them off.

SAFETY FIRST
Will your life or freedom be in immediate danger if you don’t pay what they want?

YES

NO

Use Your Judgment
If your life or freedom is in danger, use your judgment and do whatever you need to do to get to a safe place as fast as you can.

GET PAPERWORK
Say you need a copy of the official schedule of fees and an official receipt before you can pay. What happens?

THEY SAY NO OR TRY TO STALL

YOU GET IT

BUY TIME
This might be a bribe—slow things down by saying you’ll need to check with corporate and get back to them.

NOT A BRIBE
If they give you an official schedule of fees and an official receipt, the charge is legitimate. Go ahead and pay.

AS SOON AS POSSIBLE, CALL FOR BACKUP
Call Corporate Ethics Line and report what just happened as soon as you’re safe—and include as many details as possible.

866-294-8688

Appendix III