

Anti-Bribery Policy

Issue 10

Date *04-07-2023*
Owner *Chief Financial Officer*
Review Date *01-07-2024*

TO BE A BEACON OF **EDUCATIONAL EXCELLENCE**,
TRANSFORMING THE LIVES OF THE **INDIVIDUALS**
AND **COMMUNITIES** WE SERVE.

1. Policy Statement

The College has a zero-tolerance for bribery and corruption. The College's reputation with the community it serves and other stakeholders is underpinned by ethical behaviour, financial probity and honesty. The College aims to limit its exposure to bribery by:

- setting out a clear anti-bribery policy, which is proportionate to the risks that the College is exposed to;
- embedding awareness and understanding of the College's anti-bribery policy amongst all staff, "associated persons" (any person performing services for or on behalf of the College), and external persons/organisations with whom the College has commercial relations;
- training staff as appropriate so that they can recognise and avoid the use of bribery by themselves and others;
- encouraging staff to be vigilant and to report any suspicion of bribery, providing them with suitable channels of communication, such as the whistleblowing procedure, and ensuring sensitive information is treated appropriately;
- rigorously investigating instances of alleged bribery in accordance with the College disciplinary procedure; and assisting the Police and other appropriate authorities in any resultant prosecution;
- taking firm and vigorous action against any individual(s) involved in bribery.

2. Scope

This policy applies to all employees and anyone acting for, or on behalf of, the College ("associated persons"), including governors, other volunteers, temporary workers, consultants and contractors.

3. Legislation

The Bribery Act 2010
Proceeds of Crime Act 2002

This policy also adheres to HM Treasury's *Managing Public Money* publication dated March 2022.

4. What Constitutes a Bribe?

Broadly, the Act defines bribery as giving or receiving a financial or other advantage in connection with the "improper performance" of a position of trust, or a function that is expected to be performed impartially or in good faith.

Bribery does not have to involve cash or an actual payment exchanging hands and can take many forms such as a gift, lavish treatment during a business trip or tickets to an event.

The types of bribery that take place in the commercial sector are numerous.

Some simple examples follow:

- bribery in order to secure or keep a contract.
- bribery to secure an order.
- bribery to gain any advantage over a competitor.
- bribery of a local, national or foreign official to secure a contract.
- bribery to turn a blind eye to a health safety issue or poor performance or substitution of materials or false labour charges.
- bribery to falsify an inspection report or obtain a certificate.

This list is not exhaustive.

5. Responsibilities

5.1 All employees and associated persons are responsible for maintaining the highest standards of business conduct and are expected to behave honestly and with integrity. Any breach of this policy will constitute a serious disciplinary offence, which may lead to dismissal and may become a criminal matter for the individual.

5.2 The College prohibits employees and associated persons from offering, giving, soliciting or accepting any bribe.

The bribe might include cash, a gift or other inducement, to or from any person or organisation, wherever they are situated, and irrespective of whether or not they are a public official/body or private person or company, by any individual governor, employee, agent or other person or body acting on the College's behalf. Some examples are detailed in Section 4.

5.3 This policy is not intended to prohibit appropriate corporate entertainment and/or hospitality undertaken in connection with the College's business activities, provided the activity is customary under the circumstances, is proportionate, and is properly recorded/disclosed to the College in accordance with its procedures which are set out in the Financial Regulations and the Gifts and Hospitality Policy.

5.4 Employees and associated persons are requested to remain vigilant in preventing, detecting and reporting bribery. Employees and associated persons are expected to report any concerns regarding any suspected bribery in accordance with the College's Whistleblowing Policy.

6. Related Policies

- Financial Regulations
- Staff Disciplinary Procedure
- Gifts and Hospitality Policy
- Whistleblowing Policy
- Fraud and Irregularity Policy

7. Documentation

The policy will be made available on the staff intranet and hard copies will be available from the Finance department. The policy is available in adapted formats on request.

This policy should not be read in isolation but cross-referenced with all relevant College policies.

8. Monitoring and Review

The policy will be reviewed by the Chief Financial Officer on a regular basis in accordance with legislative developments and the need for good practice.

Responsibility for Review:	Chief Financial Officer
Next Review Date:	July 2024
Endorsed by:	Group Principal & Chief Executive Senior Leadership Team Corporation