



Anti-Bribery Policy

HR 01

Reviewed by RPS in Dec 18 | Next Review Date: Dec 19

This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club

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1. Introduction and Purpose of Policy

Abberley Hall School does not tolerate bribery, fraud or corruption.

The Board of Governors is committed to preventing bribery. As part of that responsibility, it will continue to oversee the implementation of and compliance with this policy.

Further copies of this policy (and any updates) may be found on the School's website.

The School counts on you to behave honestly, professionally, fairly and with integrity at all times. As such, it requires you to comply with anti-bribery and corruption laws and to behave in a way that brings neither the School, nor you, into disrepute.

This policy highlights those areas to which specific consideration may need to be given to ensure that the School complies with anti-bribery and corruption laws, including the Bribery Act 2010.

2. Does this Policy Apply to Me?

Yes, you are required to comply if you are an individual working (directly or indirectly) for Abberley.

This policy will apply to you regardless of your position at Abberley. You could be a member of management, teacher, employee, or contractor. It does not matter whether you are a temporary or permanent employee.

3. What is Bribery?

Bribery occurs when you improperly offer, make, pay, seek or accept a payment, gift or favour to influence a business outcome.

Bribery is a criminal act and the offence is committed by both the giver and receiver.

Bribery can involve government officials, or commercial entities (including joint ventures).

Bribery can be direct or indirect through third parties (such as agents and/or joint venture partners).

Non-financial advantages, such as gifts or anything of value, can be bribes.

4. Zero Tolerance of Bribery

Abberley prohibits any form of bribery, whether it takes place directly or through third parties.

This extends to all business dealings and transactions.

It is immaterial whether the bribe is intended to benefit Abberley or you or any of your family, friends, associates and acquaintances.

5. The Key Principle

Never offer, pay, make, seek or accept a personal payment, gift or favour in return for favourable treatment, to influence a business outcome or to gain any business advantage.

6. Your Responsibility

You must comply with the key principle above and the anti-bribery and corruption laws that apply in the United Kingdom, in particular the Bribery Act 2010.

You are liable to disciplinary action, dismissal, legal proceedings and possibly imprisonment if you are involved in bribery and corruption.

7. External communications with suppliers and contractors

External communication will assist in the better implementation of this policy.

You are therefore encouraged to provide a copy of this policy to each contractor and supplier with whom you deal.

Where these contractors/suppliers deal with third parties on the School's behalf, the contractor/supplier must be provided with a copy of this policy and must confirm that they will comply with it.

Contractors and suppliers who fail to comply with this policy may have their approved contractor or supplier status withdrawn.

8. Dealing with Government and Public Officials



Some countries have strict limits on the value and nature of gifts and entertainment that their officials can accept.

In this regard it is important to note that the actions of a third party might result in liability for you and the School if you fail to conduct appropriate due diligence on third parties who deal with government or public officials on behalf of the School.

You must therefore seek permission from the Headmaster before offering gifts and hospitality of any level to government or public officials.

9. Charitable Donations

These may only be made on behalf of the School with the written approval of the Headmaster.

10. Facilitation Payments

These are small unofficial payments made to facilitate or speed up routine actions, usually by public officials (e.g. granting licences or permissions). They are bribes and are therefore illegal. They are prohibited by the School.

If you are asked to make a facilitation payment or suspect any payment requested may be a facilitation payment, you should report the matter as soon as possible to the Headmaster.

11. Gifts and Hospitality

Gifts and hospitality must never influence your business decisions and must not place the School under any obligation.

Accordingly:

- Gifts and hospitality must never be solicited, directly or indirectly.
- Gifts exceeding £25 (or, in the case of partners, £75) in value must not be given without the prior written approval of the Headmaster.
- Gifts exceeding £25 in value must not be received or retained without the prior written approval of the Headmaster.
- Money must never be accepted or given.

Subject to the following, any hospitality or gift provided must conform to the rules or code of conduct of the recipient's organisation. You will need to find out what these are.

You must not accept any hospitality or gift from a third party or provide a gift or hospitality to a third party if:

- it is a bribe or could be interpreted as a bribe;
- it could bring you or the School into disrepute;
- it means there is a conflict, or there is likely to be a conflict, between your interests, those of a third party and the interests of the School;
- as a result, you will owe a favour to a third party or be under an obligation to them to do, or refrain from doing, something;
- as a result a third party will owe you a favour or be under an obligation to you to do, or refrain from doing, something;



- it means you will be prevented from doing your job properly and impartially; and/or
- it means that a third party will be prevented from doing his or her job properly and impartially.

Hospitality has to be proportionate to avoid any suggestion that it could be seen as a bribe. As a rule of thumb, expenditure of £250 or less (per person per event) is unlikely to be problematic, but if you anticipate that you may need to exceed this limit you will need prior approval from the Headmaster.

Any offer that you receive, whether it be of hospitality or a gift, of an unusual size or questionable purpose must be reported immediately to the Headmaster.

12. Raising Concerns

The prevention, detection and reporting of bribery and corruption is the responsibility of all individuals working at the School.

You are encouraged to raise concerns about any behaviour that you believe is contrary to this policy at the earliest possible opportunity to the Headmaster

Alternatively, you can raise your concerns with the Chairman of the Board of Governors or in his absence any Governor.

13. Seeking Guidance

If you are in any doubt as to whether a potential act constitutes bribery, you should discuss this with the Headmaster.

14. Failure to Comply with this Policy

Failure to comply with this policy could subject you, the School and/or employees to severe penalties, including fines and imprisonment, and could be very damaging to the business and reputation of Abberley.

Failure to comply with this policy may therefore result in disciplinary action being taken and could lead to dismissal.

The Board of Governors will be monitoring compliance with this policy.

Signed: *Original Signed*
The Chair of Governors
Mr James Tanner

Date: 12 Dec 18

Signed: : *Original Signed*
Headmaster
Mr Will Lockett

Date: 12 Dec 18

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