



IMPACTFUL GOVERNANCE  
Community Interest Company

## **Anti-Bribery Policy**

To be read in conjunction with the Conflicts of Interest Policy & Declaration of Interests.

It is Impactful Governance - Community Interest Company policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting with integrity, transparency and accountability in all our business dealings and relationships wherever we operate and to implementing and enforcing effective systems to counter bribery and corruption.

1. We will uphold all laws relevant to countering bribery and corruption including the Bribery Act 2010, in respect of our conduct.
2. The Board of Directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The Managing Director has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness and dealing with queries about it.
3. Any Consultant, employee or volunteer who breaches this policy will face disciplinary action which could result in dismissal for gross misconduct. Any non-employee who breaches this policy may have their contract terminated with immediate effect.
4. This policy does not form part of any employee's contract of employment and we may amend it at any time. It will be reviewed regularly.

#### **Who must comply with this policy.**

This policy applies to all persons working for or with Impactful Governance - Community Interest Company or on Impactful Governance - Community Interest Company behalf in any capacity, including Directors, employees at all levels, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, business partners, sponsors, or any other person associated with us, wherever located, hereafter collectively referred to as "staff".

#### **What bribery means.**

Bribery is offering, promising, giving or accepting any financial or other advantage to induce the recipient or any other person to act improperly in the performance of their functions, or to reward them for acting improperly, or where the recipient would act improperly by accepting the advantage.

An advantage includes money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or anything else of value.

A person acts improperly where they act illegally, unethically, or contrary to an expectation of good faith or impartiality, or where they abuse a position of trust. The improper acts may be in relation to any business or professional activities, public functions, acts in the course of employment, or other activities by or on behalf of any organisation of any kind.

Corruption is the abuse of entrusted power or position for private gain.

All forms of bribery are strictly prohibited. If you are unsure about whether a particular act constitutes bribery, raise it with your Project lead or the Managing Director.

Specifically, you must not:

- give or offer any payment, gift, hospitality or other benefit in the expectation that a business advantage will be received in return, or to reward any business received;
- accept any offer from a third party that you know or suspect is made with the expectation that we will provide a business advantage for them or anyone else.

You must not threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

### **Gifts and hospitality.**

This policy does not prohibit the giving or accepting of reasonable and appropriate hospitality for legitimate purposes such as building relationships, maintaining our image or reputation, or marketing our products and services (see also Impactful Governance - Community Interest Company's Code of Conduct and Conflicts of a interest Policies).

A gift or hospitality will not be appropriate if it is unduly lavish or extravagant, or could be seen as an inducement or reward for any preferential treatment (for example, during contractual negotiations or a tender process).

Gifts must be of an appropriate type and value depending on the circumstances and taking account of the reason for the gift. Gifts must not include cash or cash equivalent (such as vouchers), or be given in secret. Gifts must be given in our name, not your name.

Promotional gifts of low value such as branded stationery may be given to or accepted from existing customers, suppliers and business partners.

Reimbursing a third party's expenses, or accepting an offer to reimburse our expenses (for example, the costs of attending a business meeting) would not usually amount to bribery. However, a payment in excess of genuine and reasonable business expenses (such as the cost of an extended hotel stay) is not acceptable.

### **Record-keeping.**

You must declare and keep a written record of all hospitality or gifts given or received (in the Register of Gifts and Hospitality located with the registered office), which will be subject to review. You must also submit all expenses claims relating to hospitality, gifts or payments to third parties in accordance with our expenses policy and record the reason for expenditure.

All accounts, invoices, and other records relating to dealings with third parties including suppliers and customers should be prepared with strict accuracy and

completeness. Accounts must never be kept 'off-book' to facilitate or conceal improper payments.

### **How to raise a concern.**

If you are offered a bribe, or are asked to make one, or if you suspect that any bribery, corruption or other breach of this policy has occurred or may occur, you must notify your Project Lead or the Managing Director or report it in accordance with our Whistleblowing Policy as soon as possible.

Individuals who refuse to accept or offer a bribe, or who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

<b>Date of last review</b>	October 2017
<b>Date of next review</b>	October 2019
<b>Date it was first implemented</b>	October 2017
<b>Author(s)</b>	Shareholders
<b>Audience</b>	All Directors, Consultants, Employees & Volunteers
<b>Other relevant policies and/or procedures</b>	Conflicts of Interest Policy, Data Retention, Whistle Blowing policy, Disciplinary policy.
<b>Where it is saved</b>	<a href="http://www.ig-CIC.org.uk">www.ig-CIC.org.uk</a>

## Procedures & Important Notes

This policy is to be used by Impactful Governance - Community Interest Company to prevent bribery and corruption by or involving its workers, suppliers and partners, and to provide guidance on staff obligations and potential liabilities under the Bribery Act 2010 (“the Act”). It may also assist in meeting the “adequate procedures defence” (see below) to a bribery offence committed by one or several of its staff.

- **About this policy (Part 1)**

The Policy Statement sets out the organisation’s commitment to adhere to anti-corruption and bribery laws and to conduct its business in an honest and ethical manner. At the earliest opportunity and before commencing any work for Impactful Governance - Community Interest Company, all staff must complete a **Declaration of Interest form**, declaring and potential, existing or future relationships or contracts that could expose a risk under Bribery or Corruption.

- **Who must comply with this policy (Part 2)**

Section 7(1) of the Act provides that a relevant commercial organisation is guilty of an offence if a person associated with the organisation bribes another person, intending to obtain or retain business or a business advantage for the organisation. “Associated person” is defined widely in Section 8 of the Act. Clause 2 of the policy is widely drafted to reflect this.

- **What bribery means (Part 3)**

The essence of bribery is the giving or receiving of an advantage in connection with some improper performance of functions. The offences under the Act are too complex to be set out in a workplace policy, but ‘plain English’ definitions have been included in the policy under part 3.

- **Gifts and hospitality (Part 4)**

The provision of gifts and hospitality are relatively common when doing business and are not in themselves unlawful. Neither is the reimbursement of genuine business expenses incurred by a third party (such as travel and accommodation). However, these may amount to bribery if given or received with the intention of improperly influencing business or regulatory decisions. It is therefore important that your organisation clearly sets out its policy on what is and what is not acceptable, taking into account the particular nature of your work, standard practice within that field of work and the jurisdictions in which you operate. You will need to carry out an appropriate risk assessment and due diligence exercise to determine the particular risks to your organisation. The paragraphs in clause 4 are examples and should be tailored specifically to meet the needs of your organisation.

- **Record keeping (Part 5)**

A written log of gifts or donations is kept in the registered office.

- **How to raise a concern (Part 6)**

For the purpose of good relations, it is always best to raise the concern directly with the person relating to the concern you have. This may not always be possible due to the nature or sensitivity of the issue or concern. To be effective, the policy encourages workers to raise concerns and report violations as early as possible. This is particularly important since the employer will be liable for the worker's actions unless it can meet the "adequate procedures" defence. The following conditions should be followed in sequence:

- A. Where possible the issue needs to be raised and dealt with directly with the person involved in the concern.
- B. If a concern cannot be raised directly with the person involved, the person with a concern must inform their immediate Line Manager with details of their concern.
- C. If the matter relates to the immediate Line Manager then their Line Manager must be informed to escalate the matter for resolution.
- D. If the matter cannot be raised under these conditions, the Whistleblowing Policy comes into effect as a last resort.