

South Gloucestershire and Stroud Academy Trust (SGS Academy Trust)

Anti-Bribery Policy

If you would like this document in an alternate format

Please contact the South Gloucestershire & Stroud College Human Resources Department

Policy Prepared by:	Ange Humphrey
Job Title/Role:	Director of Finance
Policy Ref. No.: QPG 176.2	Date of this version: June 2019 Review date: June 2021 (subject to any legislative changes) Upload to SharePoint? No Upload to SGS Academy Trust website? Yes
Approved by:	Board of Trustees
Date:	9 July 2019

Mandatory Initial Equality and Diversity Impact Screening

Main aim and purpose of the policy:	To give employees a guide to the rights and requirements associated with adoption leave and pay				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified Groups?	Implementation of this policy will promote equal opportunities for identified Groups?	Implementation of this policy will promote positive attitudes and participation between Groups?	Implementation of this policy will promote good relations between Groups?	
Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Adoption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Persons in care	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Specify any Groups for which there is evidence or reason to believe that some Groups or individuals could be affected differently:					
None					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Adoption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>					
Completed by: Ange Humphrey		Position: Director of Finance		Date: June 2019	

Anti-Bribery Policy

1. Introduction

- 1.1. The Bribery Act 2010 came into force from 1st July 2011 and introduced the offences of offering or receiving a bribe. It also places specific responsibility on organisations to have in place sufficient and adequate procedures to prevent bribery and corruption taking place. Bribery is defined as “Inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of gifts, loans, fees, rewards or other privileges.” Corruption is broadly defined as the offering or acceptance of inducements, gifts or favours, payments or benefit in kind which may influence the improper action of any person; corruption does not always result in a loss. The corrupt person may not benefit directly from their deeds; however, they may be unreasonably using their position to give some advantage to another. So this could cover seeking to influence a decision-maker by giving some kind of extra benefit to that decision maker rather than by what can legitimately be offered as part of a tender process.
- 1.2. It should be noted that any reference to SGS Academy Trust in this policy also applies to any academy within this trust.
- 1.3 For ease of reference, the term ‘Principal’ is used throughout the document to refer to a school’s senior leader e.g. Headteacher, Associate Headteacher, Associate Principal.

2. Statement

- 2.1. South Gloucestershire and Stroud Academy Trust “SGS Academy Trust” has a zero tolerance approach towards bribery and corruption. The Board of Trustees is committed to maintaining an honest, open and well intentioned atmosphere within SGS Academy Trust. It is also committed to the elimination of any bribery occurring within SGS Academy Trust, and to the rigorous investigation of any such cases.
- 2.2. SGS Academy Trust encourages anyone having reasonable suspicions of bribery to report them. No employee will suffer in any way as a result of reporting reasonably held suspicions (refer to whistleblowing policy).
- 2.3. Public Service Values

SGS Academy Trust embraces the following principles of public life as laid down by the Nolan Committee.

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in

order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carry out public business, including mking public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public offer should promote and support these principles by leadership and examples.

2.3.1 All those who work in SGS Academy Trust should be aware of, and act in accordance with these values.

3. Objectives

3.1. SGS Academy Trust aims to limit its exposure to bribery by:

3.1.1. setting out a clear anti-bribery policy which is proportionate to the risks that the SGS Academy Trust is exposed to;

3.1.2. embedding awareness and understanding of the Academy Trust's anti-bribery policy amongst all staff, 'associated persons' (any person performing services for or on behalf of the Academy Trust), and external persons/organisations with whom the SGS Academy Trust has commercial relations;

3.1.3. training staff as appropriate so that they can recognise and avoid the use of bribery, providing them with suitable channels of

communication and ensuring sensitive information is treated appropriately.

- 3.1.4. encouraging staff to be vigilant and to report any suspicion of bribery. The SGS Academy Trust's Whistleblowing Policy can be accessed via the Shared area on the Academy Trust network;
- 3.1.5. rigorously investigating instances of alleged bribery in accordance with the SGS Academy Trust staff disciplinary procedure; and assisting the Police and other appropriate authorities in any resultant prosecution; and
- 3.1.6. taking firm and vigorous action against any individual(s) involved in bribery.

4. Implementation

- 4.1. The policy applies to all employees and anyone acting for, or on behalf of, the SGS Academy Trust ('associated persons') including Trustees, other volunteers, temporary workers, consultants and contractors.
- 4.2. 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.
- 4.3. The Academy Trust prohibits employees and associated persons from offering, giving, soliciting or accepting any bribe.
- 4.4. A 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 Trustee, employee, agent or other person or body acting on the SGS Academy Trust's behalf. The bribe might be made in order to:
 - 4.4.1. gain any commercial, contractual or regulatory advantage for the Academy Trust in a way which is unethical; and/or
 - 4.4.2. gain any personal advantage, pecuniary, or otherwise, for the individual or anyone connected with the individual.
- 4.5. This policy is not intended to prohibit appropriate corporate entertainment and/or hospitality undertaken in connection with the SGS Academy Trust's business activities, provided the activity is customary under the circumstances, is proportionate, and is properly recorded/disclosed to the SGS Academy Trust in accordance with the Financial Regulations.

4.6. 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 SGS Academy Trust's procedures such as the Whistleblowing Policy.

4.7. Further Clarification

4.7.1. The SGS Academy Trust recognises that market practice varies across the territories in which it may do business and what is normal and acceptable in one place may not be in another. This policy prohibits any inducement which results in a personal gain or advantage to the recipient or any person or body associated with them, and which is intended to influence them to take action which may not be solely in the interests of the body employing them or whom they represent.

4.7.2. This policy is not meant to prohibit the following practices provided they are customary in a particular market, are proportionate and are properly recovered:

4.7.2.1. Appropriate and responsible hospitality.

4.7.2.2. The use of any recognised fast-track process which is available to all as payment of a fee.

4.7.2.3. The offer of resources to assist the person or body to make the decision more efficiently provided that they are supplied for that purpose only.

4.7.3. No donations should be made to charities, political parties and other organisations without approval.

4.7.4. The SGS Academy Trust prohibits payment including "facilitating" payments to others in order to secure prompt payment or proper performance of routine duties.

4.7.5. Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to the Executive before proceeding.

4.8. Policy Review

4.8.1. The Board of Trustees will continually review and evaluate this policy, ensuring the ongoing improvement of the service.

4.8.2. The SGS Academy Trust will regularly and comprehensively assess the nature and extent of the risks relating to bribery to

which it is exposed to and the Anti-Bribery Policy will be amended when appropriate to reflect these risks.

- 4.8.3. The Chief Financial Officer will review the policy annually and more frequently in line with any legislative changes and any changes in the SGS Academy Trust's activities.

5. Responsibilities

- 5.1. All Staff have the responsibility for maintaining high standards of ethical behaviour, financial probity and honesty.
- 5.2. The Senior Managers and Board of Trustees have overall responsibility for the Policy and for fostering a culture within the organisation in which bribery is never acceptable.
- 5.3. The Chief Financial Officer has responsibility for implementing the Policy, monitoring compliance and ensuring the Policy is regularly reviewed and updated.

6. Related Policies, Procedures and Regulations

- 6.1. This policy forms part of a suite of anti-bribery measures and should be read in conjunction with the following documents:
 - Anti-Fraud Policy & Procedure
 - Whistleblowing Policy
 - Financial Regulations
 - Declaration of Interests Policy
 - Disciplinary Policy and Procedure
 - Anti-Money Laundering Policy