

## Anti-Bribery, Corruption, Gifts and Hospitality Policy

<b>Date of last review</b>	September 2017	<b>Owner</b>	Chief Operating Officer
<b>Review period</b>	12 months	<b>Level of review</b>	Board of Trustees
<b>Date of next review</b>	September 2018		

### 1. Policy Statement

**“Police Now is committed to a policy of zero-tolerance of bribery in any form, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability.”**

This Policy Statement reflects our values of probity and integrity. It is essential that in all of our dealings and behaviour we are seen to be above reproach.

The policy applies to all employees, volunteers, trustees and anyone associated with the activities of Police Now (e.g. agents, suppliers or any other persons providing services to Police Now). It is their duty to ensure that they are familiar with the policy and guidelines and comply with them and that they report any suspected instances of bribery or breaches of this policy. In the remainder of these guidelines where the term ‘staff’ is used it refers not just to employees but all the stakeholders described at the beginning of this paragraph.

The guiding principles are:

1. The conduct of individuals should not create suspicion of any conflict between their duty and their private interest;
2. The action of individuals acting in an official capacity should not give the impression to any member of the public, to any organisation with whom they deal or to their colleagues that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Copies of this policy document will be made available to all employees and the policy made available to other stakeholders through our website.

## 2. Key messages for all Police Now staff and representatives

You are responsible for:

- Being aware of our policy and acting in accordance with it – both in letter and spirit;
- Complying with the guidelines set out in this policy document;
- Thinking carefully before accepting or offering any gift or hospitality;
- Consulting your line manager, in the first instance, or the Chief Operating Officer, if in any doubt as to the right thing to do;
- Reporting receipt or offers of gifts and hospitality where required under this policy;
- Informing the Chief Operating Officer if you suspect a colleague or other stakeholder has not acted in accordance with this policy.

## 3. The Bribery Act 2010

Bribery is defined as the offering, promising, giving, accepting or soliciting of money, gift or other financial or non-financial advantage as an inducement to do something which is illegal or a breach of trust.

The Bribery Act 2010 notes that the purpose of a bribe is to “induce a person to perform improperly a relevant function or activity” or to “reward a person for the improper performance of such a function or activity”.

Bribes can be given or received, promised or expected. They can take many forms and be of any size, including both payments and in-kind benefits such as hospitality or gifts. A bribe can be given before or after the breach of trust takes place - such as a kickback following the award of a contract.

Bribes include “facilitation payments”, i.e. payments which induce officials to perform routine functions they are otherwise obligated to perform. Facilitation payments do not include legally required administrative fees and legitimate fast-track services.

Potential examples of bribery include:

- A potential supplier offers money to an employee in order to win a contract.
- The parent of a potential recruit offers money or other support (for example sponsorship) if their child is taken onto the scheme.
- A promised ‘kickback’ is paid after the award of a contract.
- A donor or supporter offers support in return for favourable treatment.

## 4. The Impacts of Bribery

Bribery does real damage. Each time an organisation pays or receives a bribe it is contributing to perpetuating a system of corruption that damages society. The effects of bribery show in many ways, including undermining the rule of law and corroding political and human rights.

The possible impacts of bribery are wide-reaching and may include:

- Police Now committing an offence, or individuals facing fines or imprisonment.
- The Charity Commission considering whether this could be mismanagement and/or misconduct.
- Police Now being barred from receipt of public sector funds, contracts and engagement.
- The loss of confidence and backing of employees, graduates, supporters, government, donors and police forces. Note that even though there may be no foundation to an allegation of bribery, a public perception of bribery having taken place can be as damaging to reputation as an actual occurrence
- Organisational disruption and the diversion of management time, cost of legal fees, loss of key individuals, and impact on the willingness of stakeholders to support the organisation.

## 5. Gifts and Hospitality

Staff and other stakeholders must not promise, give or accept any gift, reward or benefit from any member of the public or organisation with whom they have been brought into contact through their duties. They must not canvass gifts or hospitality.

### Gifts

An exception to the general rule about not accepting gifts is that staff may accept inexpensive and isolated gifts from suppliers and clients. These will usually incorporate that supplier's or client's logo.

The following list sets out the types of gifts which staff are likely to encounter and which may normally be accepted without disclosure: calendars, diaries, key rings, umbrellas, desk organisers, mugs, stationery, memory sticks, coasters, commemorative books, mouse mats, badges, ties/scarves, baseball caps, pens, courtesy official transport.

Gifts over the value of £50, even if on the above list, must be recorded in the Gifts & Hospitality Register.

Gifts must be isolated. "Isolated" embraces timing (occasional or infrequent) and volume (for example one or two pens as opposed to 50).

In no cases should cash, or cash equivalent gifts, be promised, given, or accepted.

### Hospitality

Hospitality can take a variety of forms, some of which staff may accept, some of which should be declined. Staff may be offered hospitality as a normal business practice in a way that is directly linked to their role, for example the offer of lunch or dinner at the end

of an official engagement. This kind of conventional hospitality may be accepted, so long as it is not expensive or lavish, but should be recorded if over the value of £50.

Refreshments given in the course of a business meeting (tea, coffee, biscuits and the like) need not be disclosed.

Staff may be offered other forms of hospitality by an individual or organisation with whom they have been brought into contact through their duties but which are not related to their role and which are not linked to Police Now business.

This might include substantial offers of social functions, travel or accommodation, offers of tickets and invitations to sporting, cultural or social events. These forms of hospitality should be declined.

## 6. Giving Gifts and Hospitality

Trustees and staff should refrain from offering any gifts or hospitality as a rule. There are limited circumstances in which offering gifts or hospitality may be acceptable though even in such cases the gift or hospitality must not be more lavish than would normally be expected for a charitable body and the expenditure must be approved in advance by the Chief Operating Officer.

Examples of potentially acceptable activities are:

- Gifts or hospitality to express thanks to staff in a partner organisation who have worked over and above what is required of them and from which Police Now have benefited. Any such gifts/hospitality should be limited in value to £50.
- Team-building 'away' days with partner organisations.
- Whole or regional cohort cultivation events, with the purpose of linking up incoming with existing participants, providing networking opportunities and reducing participant withdrawals.
- Inviting partners to attend annual staff events such as the Christmas party.

## 7. Sponsorship and Partnership

Care needs to be taken when dealing with sponsor and partner organisations (or potential sponsors and partners).

Police Now wants such organisations to work together with Police Now in identifying policing challenges and considering solutions. These will usually be policy challenges where Police Now and the organisation can each bring expertise on how to address a challenge, for example reducing street crime in local High Streets.

However, it would not be acceptable to offer an organisation any suggestion of preferential policing in return for sponsorship or partnership, for example more police patrols in High Streets where the sponsor or partner is located. The boundary between

what is acceptable and what is not can sometimes be difficult and the guidance of the Chief Operating Officer should be sought where there is any doubt.

## 8. Getting guidance

If any member of staff is in doubt about whether it is appropriate to accept any gift or offer of hospitality, the advice of the Chief Operating Officer should be sought.

From time to time, the Chief Operating Office will ensure training is run on this policy so that all staff understand this policy.

**Remember – if in doubt seek advice.**

## 9. The Gifts & Hospitality Register

A Gifts & Hospitality Register is maintained by the Chief Operating Officer.

The Register records gifts and/or hospitality that have been accepted on behalf of Police Now over the value of £50 or where gifts and/or hospitality over the value of £50 have been refused.

Staff must record giving, offering or being offered or accepting any gifts or hospitality over the value of £50 by informing the Chief Operating Officer who will log the information in the Gifts & Hospitality Register. The only exception are those items listed above as not requiring disclosure.

Staff who fail to declare in the Gifts & Hospitality Register the acceptance of hospitality or gifts in accordance with the above principles may be subject to disciplinary action. If in any doubt whether something is declarable, staff should consult the Chief Operating Officer.

An annual audit of the Gifts and Hospitality Register will be conducted and the results presented to the Board of Trustees for review.

## 10. Failure to comply

Where there is a belief that there has been a failure to comply with this policy, including recording requirements, the Chief Operating Officer will conduct a formal investigation.

Staff may be subject to disciplinary procedures and may face significant consequences including dismissal. Contractors and other stakeholders may face the risk of contractual and other remedies.

## APPENDIX A

### The Six Principles – Guidance to The Bribery Act 2010

#### **Principle 1 - Proportionate procedures**

A commercial organization's procedures to prevent bribery by persons associated with it are proportionate to the bribery risks it faces and to the nature, scale and complexity of the commercial organization's activities. They are also clear, practical, accessible, effectively implemented and enforced.

#### **Principle 2 - Top-level commitment**

The top-level management of a commercial organization (be it a board of directors, the owners or any other equivalent body or person) are committed to preventing bribery by persons associated with it. They foster a culture within the organization in which bribery is never acceptable.

#### **Principle 3 - Risk Assessment**

The commercial organization assesses the nature and extent of its exposure to potential external and internal risks of bribery on its behalf by persons associated with it. The assessment is periodic, informed and documented.

#### **Principle 4 - Due diligence**

The commercial organization applies due diligence procedures, taking a proportionate and risk based approach, in respect of persons who perform or will perform services for or on behalf of the organization, in order to mitigate identified bribery risks.

#### **Principle 5 - Communication (including training)**

The commercial organization seeks to ensure that its bribery prevention policies and procedures are embedded and understood throughout the organization through internal and external communication, including training that is proportionate to the risks it faces.

#### **Principle 6 - Monitoring and review**

The commercial organization monitors and reviews procedures designed to prevent bribery by persons associated with it and makes improvements where necessary.

## APPENDIX B

### Risk check-list for not for profit organisations

Risk	Applicable
1. Operations in countries known to have high levels of corruption	No
2. Activities based in the UK but involving overseas contacts such as recruitment of foreign students or receipt of exhibitions or artworks from abroad	No
3. Using overseas intermediaries such as agents or joint ventures	No
4. Dealing with Foreign Public Officials	No
5. Bidding for public projects in countries known to have high levels of corruption	No
6. Operations in countries where payment arrangements are difficult or the banking system does not work	No
7. Depending on critical licenses in countries known to have high levels of corruption	No
8. Engaging in substantial construction projects whether in the UK or overseas	No
9. Overseas logistics are important to operations	No
10. Substantial procurement	Need to be alert to risk
11. Receiving payments originating from overseas such as student fees or donations	No
12. Donations with 'strings attached'	Need to be alert to risk
13. Board members or employees travelling to countries known to have high levels of corruption	No
14. Operations in or travelling to countries where the conventional banking system is unavailable and/or organised crime or terrorist networks are a prominent threat	No
15. Owning intellectual property of high commercial value	No
16. Granting admissions or awarding qualifications	Need to be alert to risk
17. Awarding of honours and benefits such as honorary titles or privileged access	No
18. Substantial assets such as investments, a foundation or endowment	No
19. Involved in the receipt or giving of hospitality and gifts	Need to be alert to risk

## APPENDIX C

### Trustee and Staff Declaration of Gifts and Hospitality

<b>Name of person offering or being offered the gift/hospitality</b>				
<b>Gift or hospitality offered by/to: (Include individual and company name)</b>				
<b>Details of gift or hospitality</b>				
<b>Reason for gift</b>				
<b>Date of offer</b>				
<b>Estimated value (£)</b>				
<b>Accepted or declined</b>				
<b>Reason for accepting or declining</b>				
<b>Department</b>	<b>General Code</b>	<b>Ledger</b>	<b>Cost centre</b>	<b>Project code</b>

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*For completion by Line Manger (up to £50) / Chief Operating Officer (over £50)*

I am satisfied that I have no reason to believe that the receipt/giving of the above gift might distort commercial judgement or damage the reputation of Police Now and I hereby approve the receipt/giving of the gift.

**Signed:**

**Date:**