

## **Anti-Bribery & Corruption Policy**

### **Education 4 Everyone's commitment**

Education 4 Everyone is committed to operating with the highest standards of integrity and promoting a culture in which accountability flourishes. Education 4 Everyone opposes bribery as it erodes free and fair competition, damages good government and harms society at large. Education 4 Everyone operates a zero-tolerance policy towards the giving or receiving of bribes because it is morally wrong and it is illegal in the UK.

### **Aim**

This policy outlines the measures which Education 4 Everyone takes to prevent bribery and the procedures that should be followed if bribery occurs. It aims to help the organisation to establish a defence under section 7 of the Bribery Act - and to minimise any operational or reputational risks associated with individuals giving or taking bribes on its behalf.

### **Scope**

This policy applies to all staff (paid and unpaid) working with Education 4 Everyone.

### **Relevant legislation**

Bribery Act 2010

### **Definitions**

#### **Bribery**

Bribery is the offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organisation's activities.

Examples of bribery may include:

- a potential supplier offering you some money or a gift in order to influence a tendering process.
- a job applicant offering to pay you to increase his / her chance of being offered employment.
- offering payment to a government official in order to speed up or complete a process they are otherwise required to perform.

It is illegal to give or receive a bribe under the Bribery Act and organisations are liable for bribes taken or given on their behalf where it does not have adequate procedures in place.

#### **Facilitation payments**

Facilitation payments are payments which induce officials to perform routine functions they are otherwise obligated to perform. Facilitation payments are bribes and there is no exemption

for them under the Bribery Act. Facilitation payments do not include legally required administrative fees and legitimate fast-track services.

### **Gifts and hospitality**

These can range from small gifts (such as stationary) to expensive hospitality (tickets for major events, holidays, etc.). Hospitality or promotional expenditure which is proportionate and reasonable to demonstrating goods or services or reflecting your good relations is unlikely to qualify as a bribe. However extravagant gifts and hospitality may be used to disguise bribes that are intended to induce improper behaviour.

### **Responsibilities**

Education 4 Everyone entrusts all individuals across the organisation to take a proactive role in improving the organisation's anti-bribery policy and practice.

### **Board of Trustees**

The Board of Trustees are responsible for ensuring that this policy and any associated policies are fit for purpose and complied with.

### **Chief Executive**

The Chief Executive is responsible for ensuring that this policy is implemented consistently across all aspects of Education 4 Everyone's:

- finance management (including accounting, gifts, staff expenses and donations).
- people management (including recruitment, training and reward).
- project management (including project planning and risk assessment).

### **Managers**

Managers are responsible for holding their direct reports to account. They are responsible for ensuring that their projects are properly planned and that risks are assessed and managed in line with this policy.

### **Individuals**

Individuals are responsible for not giving or receiving bribes and challenging instances where bribery may occur. They are also responsible for reporting all bribery that they are aware of via the procedures laid out in this policy.

### **Bribery prevention**

#### **Top level commitment**

Education 4 Everyone is committed to tackling bribery at the highest level. Education 4 Everyone clearly articulates its zero-tolerance policy on bribery via this policy.

## **Risk assessment**

Education 4 Everyone has assessed that the organisation's present size and structure minimises the risks presented by bribery. However, Education 4 Everyone is aware that changes in size and structure may alter the organisation's risk profile. Education 4 Everyone will conduct risk assessments in response to such changes.

Education 4 Everyone recognises that the threat of bribery varies across countries, areas of work, partners and activities and that our organisation must respond proportionately to those risks. Therefore, projects which involve new activities or working with partners or overseas are individually risk assessed.

## **Due diligence**

### **Recruitment**

Education 4 Everyone recognises that good anti-bribery practice starts from the outset of employing an individual. It therefore:

- ensures that all prospective employees understand Education 4 Everyone's anti-bribery policy
- ensures that all employment contracts prohibit the giving or receiving of bribes on behalf of Education 4 Everyone

### **Working overseas**

Staff managing projects or working overseas receive guidance on bribery risks before they begin assignments. Managers must assess and manage the risks associated with working in specific countries or sectors before assignments start.

### **Working with service suppliers and in partnerships**

Education for Everyone is liable under the Bribery Act if a person "associated" with it bribes another intending to obtain or retain business or a business advantage for Education 4 Everyone. The Act's definition of an associate is deliberately broad to include individuals, incorporated and unincorporated bodies supplying services to Education 4 Everyone (rather than just goods) or acting on Education 4 Everyone's behalf as a partner or agent.

Education 4 Everyone requires all individuals engaging suppliers of services and working with partners on behalf of Education 4 Everyone to ensure that:

- service suppliers and partners are selected through a transparent and competitive selection process.
- due diligence is carried out on partners and suppliers before entering into contracts.
- all partners and suppliers are briefed on Education 4 Everyone's anti-bribery policy and provided with a copy to brief their own staff.
- contractual agreements explicitly prohibit the giving or receiving of bribes on behalf of Education 4 Everyone.

## **Charitable and political donations**

A political contribution is a donation made to a politician, a political party or a political campaign. Staff should ensure that any donation received or made by Education 4 Everyone is not an incentive to conduct its business improperly.

## **Communication**

All staff and suppliers must understand and comply with Education 4 Everyone's anti-bribery policy. To ensure that this is communicated, Education 4 Everyone:

- publishes this policy on its external website.
- briefs all staff on Education 4 Everyone's anti-bribery policy as part of the organisation's induction.

## **Procedures**

### **What staff should do if they are offered or asked for a bribe**

Individuals should reject demands for or offers of bribes and Education 4 Everyone's anti-bribery stance should be made clear.

The only circumstance where payment might not necessarily be avoided is when health and security is seriously at risk. Managers should plan their operations and have security procedures to reduce the risk of payments being requested under duress.

### **Where bribery is suspected or where it occurs**

To enable proper investigation, staff should record the details of any bribery or requested or attempted bribery, as soon as possible after the event. Any instances of actual or potential bribery should be properly and promptly investigated by the Chief Executive and the Board of Trustees.

The objectives of an investigation should be to:

- Confirm whether or not a bribe has taken place, and to identify who was responsible.
- Confirm whether internal controls and anti-bribery procedures have worked in practice.
- Identify any improvements required to anti-bribery procedures.

Depending on the findings of the investigation, subsequent action will be determined. This may involve disciplinary action against staff involved or external reporting to one or more of the following bodies:

- A senior official or director of another organisation, if the person making the bribe is from that organisation.
- Local police / law enforcement agencies (if deemed appropriate).
- Serious Fraud Office (in the UK has primary responsibility for the UK Bribery Act).
- Relevant government department where the bribe took place.
- Transparency International UK.
- Charities Commission

## **Monitoring and review**

This policy will be reviewed annually or after a significant change in operations or a significant incident, whichever is sooner in consultation with Education for Everyone's staff.