

Waddington Street Centre Anti-Bribery and Corruption Policy



1.0 Waddington Street Centre's commitment

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

1.1 Aim

This policy outlines the measures which Waddington Street Centre 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.

1.2 Scope

This policy applies to all employees, volunteers, trustees, agents and service suppliers working with Waddington Street Centre.

1.3 Relevant legislation

Bribery Act 2010

1.4 Related documents

- Recruitment policy
- Finance procedures
- Staff expenses policy
- Conflicts of interest policy
- Whistleblowing policy
- Disciplinary policy
- Acceptance of Gifts Policy

2.0 Definitions

2.1 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 offer employment
- offering a gift (e.g. excessive hospitality) to a local government planner in return for approval of a development application

- offering payment to a government official in order to speed up or complete a process they are otherwise required to perform such as a planning application.

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.

2.2 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.

2.3 Gifts and hospitality

Waddington Street Centre has an Acceptance of Gifts policy detailing that any gift items, money or hospitality should be politely refused. Failing this the same procedures as detailed in the Acceptance of Gifts policy should be followed. This includes any businesses operating upon the Waddington Street Centre premises.

3.0 Responsibilities

Waddington Street Centre entrusts all individuals across the organisation to take a proactive role in improving the organisation's anti-bribery policy and practice.

3.1 Trustees

The trustees will provide leadership, resources and active support for the implementation of this policy. They are responsible for ensuring that this policy and any associated policies are fit for purpose and complied with.

3.2 Centre Manager

The Centre Manager is responsible for ensuring that these policies and procedures are implemented consistently and with clear lines of authority. The Centre Manager will actively and visibly lead the organisation's anti-bribery policy and practice by ensuring that the spirit of this policy is incorporated into all aspects of Waddington Street Centre's

- people management including recruitment, promotion, training, performance evaluation, remuneration and reward
- finance management including corporate accounting, gifts, staff expenses and donations

and that these policies are continually improved in consultation with staff.

The Centre Manager is responsible for holding people who report to him/her and project partners to account. He/she is responsible for ensuring that projects are properly planned and that risks are assessed and managed in line with this policy.

3.3 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.

4.0 Bribery prevention

4.1 Top level commitment

Waddington Street Centre is committed to tackling bribery at the highest level. Waddington Street Centre clearly articulates its zero-tolerance policy on bribery externally on its website and internally through its internal briefings and training.

4.2 Risk assessment

Waddington Street Centre risk assesses the organisation annually in consultation with staff and reviews the risks presented by bribery as part of this.

Waddington Street Centre recognises that the threat of bribery varies across areas of work, partners and transactions and that our organisation must respond proportionately to those risks. Therefore projects which involve working with partners are individually risk assessed, in addition to the annual organisational risk assessment.

Risk assessment materials are available from the Charity Commission website, see:

http://www.charitycommission.gov.uk/Our_regulatory_activity/Counter_terrorism_work/compliance_toolkit_index_2.aspx

Further materials are available from Transparency International:

<http://www.transparency.org.uk/working-with-companies/adequate-procedures>

4.3 Due diligence

4.3.1 Recruitment

Waddington Street Centre recognises that good anti-bribery practice starts from the outset of employing an individual. It therefore:

- requires a commitment to preventing bribery in all person specifications for job vacancies
- includes a question to evidence the candidate's commitment to preventing bribery in all job interviews
- ensures that all employment contracts prohibit the giving or receiving of bribes on behalf of Waddington Street Centre

In addition, a thorough programme of staff communication and training is provided (see 4.4).

4.3.2 Working with service suppliers and in partnerships

Waddington Street Centre 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 Waddington Street Centre. The act's definition of an associate is deliberately broad to include individuals, incorporated and unincorporated bodies supplying services to Waddington Street Centre (rather than just goods) or acting on Waddington Street Centre's behalf as a partner or agent.

Waddington Street Centre requires all individuals engaging suppliers of services and working with partners on behalf of Waddington Street Centre 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 (see 4.2)
- all partners and suppliers are briefed on Waddington Street Centre'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 Waddington Street Centre.

4.3.3 Charitable and political donations

A political contribution is a donation made to a politician, a political party or a political campaign. Charities are not permitted to make political donations and therefore political donations are not permitted on behalf of Waddington Street Centre.

Staff should ensure that any donation received or made by Waddington Street Centre is not an incentive to conduct its business improperly. All donations must be approved in line with Waddington Street Centre's Conflict of Interests Policy and Acceptance of Gifts Policy. (See 4.2 for Charity Commission materials relevant to charitable donations.)

4.4 Communication

All staff and suppliers must understand and comply with Waddington Street Centre's anti-bribery policy. To ensure that this is communicated, Waddington Street Centre:

- publishes this policy on its external website
- revises and publishes its code of conduct to explicitly forbid the giving or receiving of bribes and ensures that individuals sign up to this annually
- briefs all staff on Waddington Street Centre's anti-bribery policy, as part of the organisation's induction as a minimum
- provides anti-bribery training to all trustee directors, the centre manager and staff
- incorporates anti-bribery into the staff supervision

5.0 Procedures

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

Individuals should reject demands for or offers of bribes and Waddington Street Centre's anti-bribery stance should be made clear. For practical problem scenarios and recommended approaches, see *Resisting Extortion and Solicitation in International Transactions* by Transparency International <http://www.transparency.org/publications/publications/resist>.

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.

5.2 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 a director under Waddington Street Centre's Whistleblowing Policy.

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:

- 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
- The Charity Commission, if the matter is considered a “serious incident”
- Transparency International UK

See Waddington Street Centre’s Disciplinary and Whistleblowing Policies for further information.

6.0 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 Waddington Street Centre trustees and staff.

Date this policy was approved by the Board of trustees: 3rd August 2020