

Great Baddow Parish Council

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Anti-Bribery Statement to comply with the Bribery Act 2010 Agreed by Great Baddow Parish Council on 14th November 2016

Great Baddow Parish Council, hereinafter referred to as “the Council”.

INTRODUCTION

Bribery is a criminal offence. Great Baddow Parish Council prohibits any form of bribery.

The purpose of this statement is to establish the Council’s requirements to ensure compliance with all applicable anti-bribery and corruption regulations and to ensure that the Council’s business is conducted in a socially responsible and legal manner.

Compliance is required from everyone connected with the Council’s business, with the highest ethical standards and with the anti-bribery laws applicable. Integrity and transparency are of utmost importance to the Council and there is a zero tolerance attitude towards corrupt activities of any kind, whether committed by members, employees or by third parties acting for or on behalf of Great Baddow Parish Council.

POLICY

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust.

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is the Council’s policy to conduct all business in an honest and ethical manner. The Council takes a zero- tolerance approach to bribery and corruption. The Council is committed to acting professionally, fairly and with integrity in all business dealings and relationships wherever it operates and implementing and enforcing effective systems to counter bribery.

The Council will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which it operates. The Council remains bound by the laws of the UK, including the Bribery Act 2010, in respect of its conduct both at home and abroad. The Bribery Act 2010 applies to individuals and all organisations carrying on a business in the UK, including the public sector.

It is prohibited, directly or indirectly, for any member, employee or person working on behalf of the Council to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Great Baddow Parish Council in order to gain commercial, contractual or regulatory advantage for Great Baddow Parish Council, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

GIFTS AND HOSPITALITY

The Council understands that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return, may occur. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on the Council's behalf to any party in connection with the Council's business without receiving prior written approval from the Chairman of the Council.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on the Council's behalf without receiving prior written approval from the Chairman of the Council.

Gifts and hospitality offered to members is specifically dealt with by the Code of Conduct for Members, adopted by this Council in August 2012.

SUSPICION

If the Council suspects that an employee has committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with the disciplinary procedure where appropriate, action may be taken which may result in dismissal. This also applies to anyone working on the Council's behalf, where there will be a cessation of the business arrangement.

YOUR RESPONSIBILITIES

All members, employees and anyone working for the Council must ensure that they read, understand and comply with this statement.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all members, employees and those working for the Council or under its control. All employees are required to avoid any activity that might lead to, or suggest, a breach of this statement.

You must notify the Clerk of the Council or the Chairman of the Council as soon as possible if you believe or suspect that a conflict with or breach of this statement has occurred, or may occur in the future.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. The Council reserves its right to terminate its contractual relationship with other workers if they breach this policy.

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and a fine. If the Council is found to have taken part in corruption, it could face an unlimited fine, be excluded from tendering for public contracts and face damage to its reputation. The Council therefore takes its legal responsibilities very seriously.

HOW TO RAISE A CONCERN

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with the Clerk of the Council or with the Council Chairman.

WHAT TO DO IF YOU ARE THE VICTIM OF BRIBERY OR CORRUPTION

It is important that you tell the Clerk of the Council or the Council Chairman as soon as possible if you are offered a bribe by a third party, are asked to make one or suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity. This will be the case even if you are not personally involved.