



Haberdashers' West Midlands Academies Trust

Haberdashers' Adams Haberdashers' Abraham Darby

ANTI BRIBERY AND CORRUPTION POLICY 2023-2025	
Named Responsibility of Policy	Mrs R J Tomkinson –CFO
Date of Policy	July 2023
Date of next Review	September 2025
Governor Accountability	FBC Committee
Consultation Parameters	Governors/staff/pupil
Date of Policy Adoption by Governing Body	
This policy will be readily accessible to Parents/Carers/Staff/Visitors/Members of the Public through the school websites	

COMMITMENT TO REVIEW

This Policy will be monitored and reviewed every two years by the relevant policy owner and/or in the light of changes in statutory and/or DfE guidance/regulations.

ANTI-BRIBERY AND CORRUPTION POLICY

Introduction

It is the Trusts policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. The Federation will comply with the Bribery Act 2010, in respect of our conduct both at home and abroad.

The purpose of this policy is to:

- Set out the Schools' responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption; and
- Provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

Bribery and corruption are punishable for individuals by imprisonment and if we are found to have taken part in corruption the Federation could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and prospective students and parents, suppliers, business contacts, agents, advisers, and government and public bodies.

Who is covered by the Policy?

This policy applies to all individuals working for the Trust at all levels (whether permanent, fixed term or temporary), and includes Governors, volunteers, agents, or any other person associated with us (collectively referred to as **workers** in this policy).

What is Bribery?

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

Gifts and Hospitality

This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

The giving or receipt of gifts or hospitality is not prohibited, if the following requirements are met:

- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits.
- it complies with English law.
- it is given in the School's or Trusts name, not in your name.
- it does not include cash or a cash equivalent (such as gift certificates or vouchers); or in excess of £50
- it is appropriate in the circumstances. For example, it is customary for small gifts to be given at Christmas.
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time.
- it is given openly, not secretly; and
- gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of the Headmaster/Principal.

We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable.

The intention behind the gift should always be considered.

What is not acceptable?

It is not acceptable for you (or someone on your behalf) to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage for either School or for the Federation, will be received, or to reward an advantage already received.
- give, promise to give, or offer, a payment, gift or hospitality to a government official, agent, or representative to "facilitate" or expedite a routine procedure.
- accept payment from a third party that you know, or suspect is offered with the expectation that it will obtain an advantage for them.
- accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by either School or by the Federation in return.
- threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- engage in any activity that might lead to a breach of this policy.

Donations

The Schools only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made in the School's or Trust's name or on behalf of either School without the prior approval of either the Headmaster/ Principal.

Your Responsibilities

You must ensure that you read, understand, and comply with this policy.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify the Headmaster/ Principal as soon as possible if you believe or suspect that a breach of this policy 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.

We reserve our right to terminate our contractual relationship with other workers if they breach this policy.

Record-Keeping

Both Schools keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

All Employees must record all hospitality or gifts, of greater value than £50 accepted or offered in the Gifts and Hospitality Book kept in the Accounts Office, which will be subject to HM / Principal / CFO review.

You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with the guideline for expenses in the Financial Manual and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers, and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

How to Raise a Concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. Concerns should be reported by following the procedure set out in our Whistleblowing Policy, in the Finance Manual.

Protection

Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. The Schools aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

The Schools are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place or may take place in the future.

Detrimental treatment includes dismissal, disciplinary action, threats, or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should use the Grievance Procedure.