

## DOP E8

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### Anti-Bribery and anti-Corruption Policy

#### Commitment

- 1.1 The Diocesan Trustees are committed to ensuring the work of the diocese is carried out fairly, openly and honestly. The Diocesan Trustees oppose bribery as it erodes free and fair competition, damages good government and harms society at large. The diocese is operated under a zero-tolerance policy towards the giving or receiving of bribes because it is morally wrong and it is illegal in the UK.
- 1.2 The Diocesan Trustees are committed to tackling bribery at the highest level.
- 1.3 This policy outlines the measures which the Diocesan Trustees take to prevent bribery and the procedures that should be followed if bribery occurs. It aims to encourage prevention, promote detection and explain actions to be taken when offered a bribe.
- 1.4 This policy applies to all clergy, employees, volunteers, trustees, agents, service suppliers, and all those working or associated with the diocese.
- 1.5 A copy of this policy will be made available on the website in DOP E of the Diocesan Operating Procedures and all those to whom this policy applies must ensure that they read, understand and comply with this policy. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. The Diocesan Trustees reserve their right to terminate their contractual or other relationship with others if they breach this policy.

#### Definitions

- 2.1 ***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 activities related to the diocese.

Under the Bribery Act 2010 ("the Act"), it is illegal to give or receive a bribe and the Diocesan Trustees would be liable for bribes taken or given on their behalf where they do not have adequate procedures in place to prevent these.

- 2.2 ***Facilitation payments*** are payments which induce officials to perform routine functions they are otherwise obligated to perform. Facilitation payments are bribes and they are illegal under the Act, both in the UK and

abroad. Facilitation payments do not include legally required administrative fees and legitimate fast-track services.

2.3 ***Gifts and hospitality*** can range from small gifts (such as diaries) to expensive hospitality. Gifts which are proportionate and reasonable to demonstrating goods or services or reflecting a good relationship are unlikely to be considered a bribe as long as these do not consist of cash or a cash equivalent (such as gift vouchers). However, extravagant gifts and hospitality may be used to disguise bribes that are intended to induce improper behaviour. Any gifts made must not have the intention of influencing a third party to obtain or retain any advantage to the diocese or its people and must be given openly not secretly.

- (a) Each individual to whom which this policy applies must declare all hospitality or gifts accepted or offered that have a value of £25 or more and the Compliance Officer will keep a written record of these.
- (b) If anyone to whom this policy applies has any concerns regarding the motive of the hospitality or gift, or of the person or organisation providing it, then they should declare this to the Compliance Officer even if the value is below the minimum stated above and he will keep a written record of these.
- (c) A person to whom this policy applies must remain alert in case of receiving a number of low value gifts or hospitality from the same person or organisation over a period of time. If a gift of more than £25 in gifts or hospitality is received from the same person or organisation over a period of 6 months this should be declared to the Compliance Officer and he will keep a written record of these.

## **Responsibilities**

- 3.1 The Diocesan Trustees are responsible for ensuring that this policy is fit for purpose and complies with the Act. The Compliance Officer is responsible for ensuring that this policy and the procedures in it are implemented consistently and with clear lines of authority.
- 3.2 Each individual to whom this policy applies is responsible for not giving or receiving bribes and challenging instances where bribery may occur. They are also responsible for reporting all suspected incidents of bribery that they are aware of as soon as possible via the procedures laid out in the whistleblowing policy, a copy of which can be found on the website in DOP E7 of the Diocesan Operating Procedures.

## **Risk assessment**

- 4.1 The Diocesan Trustees assess risk in the organisation annually and review the risks presented by bribery as part of this process.
- 4.2 The Diocesan Trustees recognise that the threat of bribery varies across countries, areas of work, partners and transactions and that they must respond proportionately to those risks on behalf of the diocese. Therefore projects which involve working with partners or overseas are individually risk assessed and the relevant individuals briefed accordingly.

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

- 5.1 The Diocesan Trustees are liable under the Act if a person “associated” with the diocese bribes another intending to obtain or retain business or a business advantage for the diocese.
- 5.2 The Diocesan Trustees require all individuals engaging suppliers of services and working with partners on behalf of the diocese to ensure that:
- (a) service suppliers and partners are selected through a transparent and competitive selection process.
  - (b) due diligence is carried out on partners and suppliers before entering into contracts
  - (c) all partners and suppliers are briefed on the diocesan anti-bribery policy
  - (d) contracts explicitly prohibit the giving or receiving of bribes on behalf of the diocese.

## **Protection**

- 6.1 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 Diocesan Trustees 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.
- 6.2 The Diocesan Trustees are committed to ensuring that 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.

## Compliance Officer

- 7.1 The Diocesan Trustees will appoint the Secretary to the Diocesan Trustees as the Compliance Officer to be responsible for overseeing, reviewing and ensuring compliance with the Anti-Bribery and Anti-Corruption Policy. This individual will also be the main point of call for a whistleblower and will be responsible for ensuring that the whistleblowing procedures are adhered to.
- 7.2 The Compliance Officer will take responsibility for:
- (a) Reviewing the risks that face the diocese
  - (b) Developing and reviewing the anti-Bribery and anti-Corruption Policy
  - (c) Devising, updating and providing training on this to all relevant clergy and employees
  - (d) Carrying out due diligence on third parties where appropriate
  - (e) Maintaining a register of any reported / suspected incidents, any gifts and any conflicts
  - (f) Supervising whistleblowing procedures
  - (g) Monitoring and auditing the anti-Bribery and anti-Corruption Policy and whistleblowing policy on a regular basis to ensure that they remain appropriate and are effectively implemented and reporting to the diocesan Compliance Committee.
  - (h) Negotiating (or ensuring that top level management is involved in negotiating) anti-corruption terms in the contracts entered into on behalf of the diocese.

## Contact

<b>Compliance Officer</b>	The Revd Mr Stephen Morgan,  023 9282 5430,  s.morgan@portsmouthdiocese.org.uk
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