



Anti Bribery and Hospitality Policy

The Bribery Act 2010 provides a modern legal framework to combat bribery in the UK and internationally. Trustees and staff need to be aware of their obligations under this Act, which sets out the criminality of accepting and giving of bribes. This applies to all Trustees and Forest Pulse Staff.

The Bribery Act 2010 creates the following offences potentially relevant to Forest Pulse:

- Active bribery: promising or giving a financial or other advantage
- Passive bribery: agreeing to receive or accepting a financial or other advantage

This policy:

- outlines the measures which Forest Pulse takes to prevent bribery and the procedures that should be followed if bribery occurs.
- is designed to assist employees and persons associated with Forest Pulse to understand the risks associated with bribery and to encourage them to be vigilant and effectively recognise, prevent and report any wrongdoing, whether by themselves or others.
- aims to provide suitable and secure reporting and communication channels and to ensure that any information that is reported is properly and effectively dealt with.
- aims to create and maintain a rigorous and effective framework for dealing with any suspected instances of bribery or corruption.

What is Bribery

Bribery is: “The offering, promising, giving, accepting or soliciting of an advantage as an inducement to do something which is illegal or a breach of trust.”

The Bribery Act also notes that the purpose of the bribe is to ‘induce a person to perform improperly a relevant function or activity’ or to ‘reward a person for the improper performance of such a function or activity’

Bribes can be given or received, promised or expected and there will usually be a ‘quid pro quo’ – both parties will benefit. They can take many forms and be of any size, including both payments and in-kind benefits. It is illegal to give or receive a bribe under the Bribery Act 2010 and organisations are liable for bribes taken or given on their behalf where they do not have adequate procedures in place.

Anti Bribery Policy

The Charity prohibits the offering, giving, soliciting or the acceptance of any bribe in whatever form to or from any person or company, public or private, by any employee, volunteer or Trustee, contractor, consultant, or agent engaged on Charity business for whatever reason.

The prevention, detection and reporting of bribery is the responsibility of all staff.

Any contractor acting on the Charity’s behalf will be made aware of the Charity’s anti bribery policy prior to commencing a contract.

Giving Gifts and Hospitality

Employees and Trustees may not, directly or through others, offer or give any money, gift, hospitality or other item of value to an employee or representative of any supplier, or any other organisation if doing so could reasonably give the appearance of influencing the Charity's relationship with the individual or organisation.

Employees and Trustees may:

Give gifts of nominal value (such as novelty branded items) with management approval

Receiving Gifts or Hospitality

An employee, Trustee or volunteer or any member of their family should not, directly or indirectly or through others, solicit or accept money, gifts, hospitality or anything else that could influence or reasonably give the appearance of influencing the relationship with that organisation or individual.

Gifts may not be accepted, irrespective of value, which might influence or be seen to influence such situations as a contract for significant work, e.g. awarding any form of tender for the supply of goods or services.

Provided that the level of a gift or hospitality is modest, the individual may accept it.

The following are usually acceptable:

- Modest/occasional meals with someone with whom Forest Pulse does business, provided that the value of the meal does not exceed £25.
- Occasional (i.e. no more than twice per year) attendance at ordinary sports, theatre and other cultural events provided that each event does not exceed £50.
- Gifts of nominal value, such as pens, or small promotional items, provided that these are not given in large quantities
- Chocolates, biscuits etc. to staff as gesture of appreciation, e.g. at Christmas provided that the value of the items given does not exceed £25 per person, and provided that there are no more than three gifts per person per year or the equivalent of £75 per person per year

For the avoidance of doubt, gifts with a value of more than £25 and hospitality expected to cost in excess of £50 must be authorized by the Charity Manager. Gifts and hospitality of the same level for the Charity Manager must be authorized by the Trustees.

If an excessive gift or hospitality is found to have been accepted, then the Charity Manager will discuss this with the individual concerned, or the Trustees will discuss it with the Charity Manager if it concerns the Charity Manager. The Charity Manager or Trustees will agree how to deal with it – e.g. return of the gift to ensure that acceptance does not influence a decision or situation in favour of the giver. If excessive gifts or hospitality are accepted on more than one occasion or are found to have influenced decisions inappropriately, or potentially illegal, then appropriate disciplinary procedures will follow.

Register of Gifts and Hospitality

A register will be maintained by the Charity Manager detailing all offers of gifts or hospitality in excess of £25 per person or £75 per person in any one year made to any member of staff or a Trustee. The following information will be recorded:

- The person or body making the offer
- The member of staff or Trustee to whom the offer was made
- The gift or hospitality offered
- The circumstances in which the offer was made
- The action taken by the member of staff concerned
- The action taken by the Charity Manager or Trustee (if any)

Where a suspected breach of this policy is suspected, or has been reported, the Charity Manager will undertake and record a formal investigation.

Responsibilities of:

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. The Trustees are responsible for informing the Charity Manager of any gifts or hospitality that they have received in respect of their Trustee role.

Charity Manager: is responsible for ensuring that these policies and procedures are implemented consistently and with clear lines of authority, and for maintaining the Register of Gifts and Hospitality.

Activity Manager: is responsible for ensuring that the services Forest Pulse provide are properly planned and that risks are assessed and managed in line with this policy. Staff should report any gifts given or offered to them to the Activity Manager.

Employees: Employees are expected to safeguard and uphold the core values of Forest Pulse by operating in an ethical, professional and lawful manner at all times. Employees 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 to the Family Services Manager or the Trustees.

Preventing Bribery

Forest Pulse is committed to operating with the highest standards of integrity and promoting a culture in which accountability flourishes and is therefore opposed to bribery. The charity operates a zero-tolerance policy towards the giving or receiving of bribes. In the event of an employee or trustee breaching this policy, they will be subject to disciplinary proceedings as per Forest Pulse Staff Disciplinary Policy.

In order to prevent bribery, Forest Pulse recognises that it should:

- maintain an accurate register of gifts and hospitality
- assess whether the charity is at risk and, if so, the level of that risk
- put in place procedures proportionate to the risk identified
- show a clear commitment to the prevention of bribery
- use due diligence to assess who we deal with and who we appoint to represent us
- communicate, train and raise awareness among employees and business partners
- monitor and review procedures

Relationships with Contractors

All relationships of a business or private nature with any external contractors or potential contractors must be made known to the Charity Manager and the Trustees. Orders and contracts must be awarded on merit, through fair competition, and no special favour should be shown to businesses run, for example, by friends, partners or relatives. No part of the local community should be discriminated against.

Employees or Trustees who engage or supervise contractors or have any other official relationship with contractors and have previously had, or currently have, a relationship in a private or domestic capacity with such contractors, must declare that relationship to the Charity Manager.

No employee or Trustee shall purchase for private purposes goods and services from a contractor which has dealings with the Charity where the contractor is offering preferential terms to the individual concerned (directly or indirectly) because of a contractual relationship with the Charity. This rule applies equally to the ordering of extra supplies or materials against a contract where the intention is to use the good privately and pay for them at the Charity's contract price, particularly if the individual is aware that the price is not available to the ordinary customer.

Action Employees, Volunteers and Trustees should take if they are offered any form of hospitality, or suspect they are being offered a bribe

- Report the offer to the Charity Manager, who will record it in the register of gifts and hospitality
- If hospitality, check with the Charity Manager that it is an acceptable gift to accept.
- If the individual considers this is a demand for or offer of a bribe, communicate to the person offering that it is against the law and reject the offer. Such an incident should immediately be reported to the Charity Manager.

The following offers are never permissible include:

- A "quid pro quo" (offered for something in return)
- Gifts in the form of cash/or cash equivalent vouchers

Where bribery is suspected or where it occurs

To enable proper investigation, employees, volunteers and Trustees should record the details of any bribery or requested or attempted bribery, as soon as possible after the event. The Charity Commission should be informed if the matter is considered a "serious incident".

Gifts and Donations Made to the Charity or to any involved individuals:

In the event that any gift or donation is made to the charity, or to any individual involved with the charity, the details of this gift or donation will be recorded detailing who made the gift/donation, and what it was, to whom, date and reason for gift/donation.

Reviewed by Trustees 10th May 2017

Signed on Behalf of the charity Name/role