PINEWOOD

*Est. 1875*

# ANTI-CORRUPTION AND BRIBERY POLICY

## Introduction

1. The School's policy is to conduct all of its business in an honest and ethical manner. The School takes a zero-tolerance approach to bribery and corruption and 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 School will comply with the Bribery Act 2010 in respect of its conduct both at home and abroad.

2. The purpose of this policy is to:

   a. Set out the responsibilities of the School, and of those working for the School, in observing and upholding our position on bribery and corruption; and

   b. Provide information and guidance to those working for the School on how to recognise and deal with bribery and corruption issues.

3. Any breach of this policy is likely to constitute a serious disciplinary, contractual and criminal matter for the individual concerned and may cause serious damage to the reputation and standing of the School. The School may also face criminal liability for unlawful actions taken by its employees or associated persons under the Bribery Act 2010.

4. In this policy, 'third party' means any individual or organisation that staff come into contact with during the course of their work and includes actual and prospective pupils and parents, suppliers, business contacts, agents, advisers and government and public bodies.

## Who is Covered by the Policy?

5. This policy applies to all individuals working for the School at all levels (whether permanent, fixed-term or temporary), and includes governors, volunteers, agents or any other person associated with the School (collectively referred to as 'staff' in this policy).

## What are Bribery and Corruption?

6. A bribe is an inducement or reward offered, promised or provided in order to gain any business or personal advantage. An "advantage" includes money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or anything else of value.

7. Corruption is the abuse of an entrusted power or position for private gain.

8. The following are examples of circumstances in which offences under the Act may occur:

- An IT Company providing services to the School offers you a free I-Pad as an incentive for renewing its contract for services.
- A Ski Company tendering for a contract with the School to facilitate a School trip offers to accommodate your children on the trip free of charge.
- To request or offer a reduction in school fees at another school in return for an expectation that the member of staff would induce other families to accept places at the other school.

9. Accepting any of the above offers may amount to an offence under the Act.

**Gifts and Hospitality**

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

11. 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; should vouchers be received from a supplier these must be declared and handed to the Finance Team for management.
- it complies with local law;
- it is given in the School's name, not in a member of staff's name;
- it does not include cash;
- it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
- 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 Bursar.

12. The School appreciates 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?**

13. It is not acceptable for staff (or someone on their behalf) to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage for the School 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 they 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 they know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the School in return;
- threaten or retaliate against another member of staff 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**

14. The School only makes charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made in the School's name or on behalf of the School without the prior approval of the Bursar.

**Staff Responsibilities**

15. Staff must ensure that they read, understand and comply with this policy.

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

17. The School could be held liable for failing to prevent bribery if a person associated with it commits an offence under the Act. You must notify the Bursar or the Head as soon as possible if you believe or suspect that a breach of this policy has occurred, or may occur in the future, or if you consider that you have been offered any inducement or reward with a view to obtaining a business or personal advantage.

18. Any member of staff employed by the School who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. The School reserves the right to terminate contractual relationships with other workers and / or suppliers if they breach this policy.

**Record-keeping**

19. The School keeps financial records and has appropriate internal controls in place which will evidence the business reason for making payments to third parties.

20. Staff must abide by the School's Recording of Hospitality and Gifts Policy at Annex A which ensures a record is kept of all hospitality or gifts accepted or offered.

21. Staff must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with the School's expenses policy and specifically record the reason for the expenditure.

22. 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**

23. Members of staff 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.

**Protection**

24. Members of staff 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 School aims 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.

25. The School is 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 a member of staff believes that they have suffered any such treatment, they should use the School's Grievance Procedure.

**Action by the School**

26. The School will fully investigate any instances of alleged or suspected bribery. Staff suspected of bribery may be suspended from their duties while the investigation is being carried out. The School will invoke its disciplinary procedures where any member of staff is suspected of bribery, and proven allegations may result in a finding of gross misconduct and immediate dismissal. The School may terminate the contracts of any associated persons, including consultants or other workers who act for, or on behalf of, the School who are found to have breached this policy. The School may also report any matter to the relevant authorities and the police.

Reviewed by: Simon Mason, Bursar
Review Date: September 2026
Next Review Date: September 2027

Reviewed and approved by: The Governance Committee
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Next Review Date: 10 May 2027

**ANNEX A - RECORDING OF HOSPITALITY AND GIFTS POLICY**

**Introduction**

1. The Bribery Act 2010 came into force on 1st July 2011 and provides for four bribery offences:

- "Bribing" – that is, the offering, promising or giving of an advantage
- "Being bribed" – such as requesting or agreeing to receive or accepting an advantage
- "Bribing a foreign public official"; or
- "Failing to prevent associated persons committing any form of bribery".

**Purpose**

2. The purpose of recording offers and receipts of gifts and hospitality is to ensure openness is maintained and hence bribery does not take place within the School.

**Actions Required by Staff and Governors**

3. The following actions are required:

- Offer of Hospitality and Gifts to Members of Staff and Governors. Any members of staff or governor being offered or receiving gifts or hospitality from any parent, supplier, contractor or agent of the School must complete the details within the online Hospitality Register as soon as practicable. If an offer of hospitality or gift is refused then it must still be recorded within the register.

- Offer of Hospitality and Gifts to those outside of the School. The Headmaster or a governor may decide to offer hospitality or gifts to those outside of the School and the details of this must be entered into the online Hospitality Register as soon as practicable. Hospitality must only be dispensed if it is in connection with School business and if the person or persons receiving such hospitality are from outside the School.

**When No Action is Required**

4. No action shall be required on the following occasions:

- If such hospitality is of a *de minimus* nature or purely coincidental to an existing working day (e.g. provision of lunch whilst visiting an external supplier), then no action shall be required.
- If you are entertained by parents at home (party or dinner/supper party) in the normal course of friendship and socialising then you do not need to record it.
- For the offer/acceptance of small personal gifts in kind such as confectionery, flowers or shop vouchers provided the value does not exceed £75, then no action shall be required[1].

[1] There may be an occasion where parents contribute less than £75, but the collective gift value is in excess of £75, at which point the recipient should seek advice from the Bursar.

**Review of the Hospitality Register**

5. The Hospitality Register is held online and is reviewed by the Bursar on a monthly basis. Annually the Hospitality Register is reviewed by the Chair of the Governance Committee.

**Further Advice**

6. Any member of staff or governor should seek advice from the Bursar if they are unsure as to whether or not they can accept an offer of hospitality or a gift.