

Woking Community Transport  
Anti-Bribery & Anti-Corruption Policy

# Contents

1. What does this policy cover? .....	3
2. Policy statement .....	3
3. Who is covered by the policy? .....	3-4
4. Definition of bribery .....	4
5. What is and what is not acceptable.....	4-6
• Gifts and hospitality.....	4-5
• Facilitation payments and kickbacks .....	5-6
• Political contributions .....	6
6. Employee responsibilities.....	6
7. What happens if I need to raise a concern .....	7-8
• How to raise a concern .....	7
• What to do if you are a victim of bribery or corruption.....	7
• Protection.....	7-8
8. Communication.....	8
9. Record keeping.....	8
10. Monitoring and reviewing.....	8

## 1. What does the policy cover?

**1.1** This anti-bribery policy exists to set out the responsibilities of Woking Community Transport and those who work for us in regards to observing and upholding our zero-tolerance position on bribery and corruption.

**1.2** It also exists to act as a source of information and guidance for those working for Woking Community Transport. It helps them recognise and deal with bribery and corruption issues, as well as understand their responsibilities.

## 2. Policy statement

**2.1** Woking Community Transport is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. Woking Community Transport has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all society dealings and relationships.

**2.2** Woking Community Transport will constantly uphold all laws relating to anti-bribery and corruption. We are bound by the UK Law, including the Bribery Act 2010, in regards to our conduct.

**2.3** Woking Community Transport recognises that bribery and corruption are punishable by up to ten years of imprisonment and a fine. If our company is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, be excluded from tendering for public contracts, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in the society's business, and take our legal responsibilities seriously.

## 3. Who is covered by the policy?

**3.1** This anti-bribery policy applies to all employees (whether temporary, casual or permanent), volunteers, board members, consultants, contractors, trainees, or any other person or persons associated with us (including third parties).

**3.2** In the context of this policy, third-party refers to any individual or organisation the society meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

**3.3** Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

## 4. Definition of bribery

**4.1** Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

**4.2** A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

**4.3** Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.

**4.4** Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from their line manager.

## 5. What is and what is NOT acceptable

**5.1** This section of the policy refers to 4 areas:

- Gifts and hospitality.
- Facilitation payments.
- Political contributions.
- Charitable contributions.

### 5.2 Gifts and hospitality

Woking Community Transport accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- b. It is not made with the suggestion that a return favour is expected.
- c. It is in compliance with UK law.
- d. It is given in the name of the company, not in an individual's name.
- e. It does not include cash or a cash equivalent (e.g. a voucher or gift certificate).
- f. It is appropriate for the circumstances (e.g. giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j. It is not above a certain excessive value, as pre-determined by the society's CEO.
- k. It is not offer to, or accepted from, a government official or representative or politician or political party, without the prior approval of the society's CEO.

**5.3** Where it is inappropriate to decline the offer of a gift (i.e. when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to the line manager, who will assess the circumstances.

**5.4** Woking Community Transport recognises that the practice of giving and receiving business gifts varies between cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

**5.5** As good practice, gifts given and received should always be disclosed to your line manager. Gifts from suppliers should always be disclosed.

**5.6** The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the CEO should be sought.

**5.7** Woking Community Transport does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a business favour or advantage.

#### **5.8 Political Contributions**

Woking Community Transport will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognise this may be perceived as an attempt to gain an improper business advantage.

#### **5.9 Charitable Contributions**

Woking Community Transport accepts (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or assets of limited value – and agrees to disclose all charitable contributions it makes.

## **6. Employee Responsibilities**

**6.1** As an employee of Woking Community Transport, you must ensure that you read, understand, and comply with the information contained within this policy, or other anti-bribery and corruption information you are given.

**6.2** All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

**6.3** If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify your line manager.

**6.4** If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. Woking Community Transport has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.

## **7. What happens if I need to raise a concern?**

**7.1** This section of the policy covers 3 areas:

- a. How to raise a concern.
- b. What to do if you are a victim of bribery or corruption.
- c. Protection.

**7.2** How to raise a concern. If you suspect that there is an instance of bribery or corrupt activities occurring in relation to Woking Community Transport, you are encouraged to raise your concerns at

as early a stage as possible. If you're uncertain about whether a certain action or behaviour can be considered bribery or corruption, you should speak to your line manager, a manager or CEO.

**7.3** Woking Community Transport will familiarise all employees with its whistleblowing procedures so employees can vocalise their concerns swiftly and confidentially.

**7.4** What to do if you are a victim of bribery or corruption. You must tell your line manager as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

#### **7.5 Protection**

If you refuse to accept or offer a bribe or you report a concern relating to potential act(s) of bribery or corruption, Woking Community Transport understands that you may feel worried about potential repercussions. Woking Community Transport will support anyone who raises concerns in good faith under this policy, even if investigation finds that they were mistaken.

**7.6** Woking Community Transport will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

**7.7** Detrimental treatment refers to dismissal, disciplinary action, threats, or unfavourable treatment in relation to the concern the individual raised.

**7.8** If you have reason to believe you've been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform your line manager immediately.

## **8. Communication**

**8.1** Woking Community Transport's Anti-Bribery and corruption policy and zero-tolerance attitude will be clearly communicated to all suppliers, contractors, business partners, and any third-parties at the outset of business relations, and as appropriate thereafter.

## **9. Record keeping**

**9.1** Woking Community Transport will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to managerial review.

## **10. Monitoring and reviewing**

**10.1** Woking Community Transport's HR & Office Manager is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. They will assess its suitability, adequacy, and effectiveness.

**10.2** Internal control systems and procedures designed to prevent bribery and corruption are subject to regular audits to ensure that they are effective in practice.



*This policy is non-contractual and does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the Chief Executive Officer.*

Dated: May 2022