



Bolton College

**Anti-Bribery Policy
2022-24**



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1. Introduction

1.1 The College, as an educational institution, values its reputation for ethical behaviour and financial probity. The College is committed to carrying out its activities fairly, honestly, openly and to ensuring it adheres to and promotes best practice in bribery prevention.

Bribery is the offer, promise, giving, demanding or acceptance of an advantage as an inducement to encourage a person to perform a relevant function or activity improperly or to reward that person for already having done so.

1.2 Bribery is a criminal offence, morally wrong and exposes members of the College's community to the risk of prosecution, fines and/or imprisonment (up to a maximum of 10 years) as well as endangering its reputation.

1.3 The College remains committed to its responsibilities under the Bribery Act 2010 and ensuring that no bribes are made, offered, sought or obtained by anyone acting on its behalf, to anyone, anywhere by:

- setting out and maintaining a clear Anti-Bribery Policy and other relevant policies and procedures, for example, Public Interest Disclosure (Whistleblowing) Policy, which are proportionate to the risks faced by the College and enable concerns to be brought to its attention (in confidence, if required) and dealt with.
- informing all staff so they can recognise and avoid the use of bribery by themselves or others.
- encouraging all its staff, students and individuals (including agents, consultants, contractors, service providers, external partner organisations, governors and other volunteers) working on behalf of, under contract from or acting voluntarily in collaboration with any part of the College to report any suspicious activity or wrongdoing which could be construed as bribery.
- robustly and promptly investigating all cases of actual or suspected bribery and ensuring appropriate action is taken against any individual(s) involved in bribery. The police will be informed where considered appropriate.

2. Policy Scope

2.1 This Policy:

- applies to all staff and students and individuals (including agents, consultants, contractors, service providers, external partner organisations, governors and other volunteers) working on behalf of, under contract from or acting voluntarily in collaboration with any part of the College.
- extends to all of the College's activities and operations and to all of its dealings and negotiations with third parties in which its staff, students, subsidiaries, agents, partners, governors, volunteers and associates operate.
- strictly prohibits the offering, enticing or acceptance of any bribe (in any form including a facility payment) to or from any person, company, wherever they are situated and

whether they are a public official or body or private person or company by any member of staff or student or individual working on behalf of, under contract from or acting voluntarily in collaboration with any part of the College in order to gain any commercial, contractual or regulatory advantage for the College or in order to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

- requires all staff or students or individuals working on behalf of, under contract from or acting voluntarily in collaboration with any part of the College to be responsible for:
 - I. conducting themselves at all times with integrity, impartiality and honesty, safeguarding any resources and/or assets belonging to the College for which they are responsible; and
 - II. helping detect, prevent and report not only bribery but all suspicious activity or wrongdoing which could be construed as bribery; and
 - III. being alert to the possibility of unusual events, behaviours or transactions which could be an indication of bribery; and
 - IV. reporting all concerns or suspicions of bribery, fraud or corruption to their line manager or another senior person so that action can be taken under the College's Fraud and Corruption Response Plan; and
 - V. co-operating fully with whomsoever is conducting internal checks, reviews and/or investigations.

2.2 Knowingly failing to comply with this Policy by:

- any member of staff or student will be considered a serious matter of misconduct and action will be taken under local disciplinary procedures up to and including dismissal.
- any individual (including any agent, consultant, contractor, service provider, external partner organisation, governors and other volunteers) working on behalf of, under contract from or acting voluntarily in collaboration with any part of the College will likely result in the termination of its business and contractual relationship or involvement with the College.

2.3 Bona fide hospitality and promotional, or other business expenditure which seeks to improve the image of an organisation, to better present products and services, or to establish cordial relations, is recognised as an established and important part of doing business and it is not the intention of the Bribery Act 2010 to criminalise such behaviour. This Policy therefore is not meant to prohibit the following practices providing they are customary in a particular market, are reasonable and proportionate and are properly recorded:

- normal and appropriate hospitality as permitted under the College's Financial Regulations.
- the giving of ceremonial gifts at a special time.
- the use of recognised fast track process which is available to all on payment of a fee.

3. Other Related Policies and Procedures

Financial Regulations Disciplinary Procedure

Counter Fraud Strategy Behaviour for Success Policy and Procedure

Public Interest Disclosure Policy

4. Dissemination of and Access to the Policy

4.1 The College is responsible for issuing relevant procedures for the prevention, detection, reporting and handling of bribery and for making all relevant persons aware of the necessity of complying with this Policy.

4.2 The College's Executive Team has a responsibility for monitoring the operation and effectiveness of anti-bribery arrangements and should receive appropriate reports on bribery activity. The College's Audit Committee has a responsibility to oversee the College's policy on fraud and irregularity, including being notified of any action taken under that policy.

4.3 All College policies, once approved, will be held electronically on the College intranet. In addition, this Policy:

- will be published on the College's website to be available to all staff, students and individuals (including any agents, consultants, contractors, service providers, external partner organisations, governors and other volunteers) working on behalf of, under contract from or acting voluntarily in collaboration with any part of the College;
- will be embedded within the College's Financial Regulations.

4.4 Further details and guidance on the Bribery Act 2010 is available on:

<https://www.gov.uk/government/publications/bribery-act-2010-guidance>

5. Review

This policy will be reviewed regularly by the College.