

Vision for a Nation – Bribery & Corruption Policy

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1. Introduction

For the purposes of this Policy and all VFAN policies, “Country Manager” refers to the most senior member of VFAN staff in the country office and “Finance lead” refers to the most senior member of VFAN finance staff in the country office.

A **bribe** is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

Corruption involves the act of dishonestly obtaining an advantage from a third party by abusing an entrusted position for private gain.

Bribery and corruption are not restricted to monetary or material benefit but could also include intangible benefits such as status or information.

2. UK Bribery Act 2010

Under the UK Bribery Act 2010 there are four criminal offences:

- bribing another person
- accepting a bribe
- bribing a foreign official
- failing to prevent bribery.

The Act, which applies to all charities, is extra-territorial in scope and failure to comply with its provisions can result in the prosecution of directors and managers.

If a bribe is paid to a known member of a proscribed organisation or to a designated individual, such payments may be offences under counter-terrorism legislation – see VFAN Terrorism Policy.

2.1 Principles

Six principles are set out in the Bribery Act:

I. **Proportionate procedures**

An organisation’s procedures to prevent bribery by persons associated with it are proportionate to the bribery risks it faces and to the nature, scale and complexity of its activities. They must also be clear, practical, accessible, effectively implemented and enforced.

II. **Top-level commitment**

The top-level management of an organisation (the board of directors and senior managers) are committed to preventing bribery by persons associated with it. They foster a culture within the organisation in which bribery is never acceptable.

III. **Risk assessment**

The organisation assesses the nature and extent of its exposure to potential external and internal risks of bribery on its behalf by persons associated with it. The assessment is periodic, informed and documented.

IV. Due diligence

The organisation applies due diligence procedures, taking a proportionate and risk based approach, in respect of persons who perform or will perform services for or on behalf of the organisation, in order to mitigate identified bribery risks.

V. Communication (including training)

The organisation seeks to ensure that its bribery prevention policies and procedures are embedded and understood through internal and external communication, including training, that is proportionate to the risks it faces.

VI. Monitoring and review

The organisation monitors and reviews procedures designed to prevent bribery by persons associated with it and makes improvements where necessary.

3. Policy Aims

VFAN is committed to an anti-bribery and anti-corruption culture. It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in our business dealings and relationships wherever we operate and to implementing and enforcing effective systems to counter bribery and corruption. Bribery and corruption are a threat to our assets, reputation and the trust we have built up with our clients, donors and the public over many years.

The purpose of this policy is to:

- Set out our responsibilities, and of those working for us and with us, in observing and upholding our position on bribery and corruption.
- Provide information and guidance to those working for us and with us on how to recognise and deal with bribery and corruption issues.

In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and potential clients, actual and potential donors, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

The policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our branches, subsidiaries or affiliated partners.

For the purpose of this policy:

- The VFAN Group means VFAN branches, subsidiaries and affiliated partners.
- A VFAN worker means an employee of the VFAN Group, wherever located.

4. Examples of Bribery and Corruption

Behaviour which amounts to bribery or corruption includes:

- **Paying or offering a bribe** – where a VFAN worker improperly offers, gives or promises any form of material benefit to another in order to influence his/her conduct in any way
- **Receiving or requesting a bribe** – where a VFAN worker improperly requests, agrees to receive or accepts any form of material benefit which influences or is designed to influence his/her conduct in any way
- **Making a facilitation payment** – where a VFAN worker makes an unofficial payment, for example to secure or expedite a routine government action by a government official
- **Receiving a facilitation payment** – where a VFAN worker improperly receives something of value from another party for performing a service or other action that his/her employment requires, for example, refusing to issue the required travel authorisations without an illicit payment also being made
- **Making or receiving a kickback payment** – where a VFAN worker makes or receives a payment in return for a business favour or advantage, for example receiving a share of misappropriated funds as a result of his/her involvement in a corrupt bid or tender process
- **Nepotism** – where a VFAN worker improperly uses his/her employment to favour or materially benefit friends, relatives or other associates in some way, for example, through the awarding of contracts, jobs or other material advantages
- **Abuse of a position of trust** – where a VFAN worker improperly uses his/her position within the VFAN group for material personal benefit or for the benefit of another party, for example, a VFAN worker accessing confidential material he/she is not entitled to or passing confidential information such as the contents of a tender bid to a third party.

5. Responsibilities

5.1 Responsibilities of all staff members

Your responsibilities are to:

- Respect VFAN's assets and resources and comply with this policy.
- Alert the Country Manager to instances where you believe the opportunity for bribery or corruption exists.
- Report any suspected or actual corruption or bribery and any suspicious acts or events which might give rise to a suspicion of bribery or corruption.
- If for any reason you do not feel able to report suspected bribery or corruption to the Country Manager, inform the CEO or Head of Finance and Operations (HoFO).
- Assist in any investigations by making available all relevant information and by cooperating in interviews.

If you are asked to make a payment on VFAN's behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or

services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Country Manager.

Any employee who breaches the bribery policy will face disciplinary action, which could result in dismissal for gross misconduct.

5.2 Managers' responsibilities

The day to day responsibility for the prevention and detection of bribery and corruption rests with line managers who are responsible for:

- Developing and maintaining effective controls to prevent bribery and corruption, ensuring that if bribery or corruption occurs, a vigorous and prompt investigation takes place.
- With the support of the HoFO, taking appropriate disciplinary action.
- With the approval of the Country Manager/HoFO and CEO, taking legal action, where justified.
- Reviewing systems and procedures to prevent similar bribery or corruption taking place.

Where VFAN workers have made reports in terms of this policy to the Country Manager, they must report to the CEO or HoFO.

5.3 Responsibilities of the Head of Finance and Operations (HoFO)

The responsibilities of the HoFO are to:

- Establish the internal control system designed to counter the risk of bribery and corruption and ensure the adequacy and effectiveness of this system
- Ensure that there are arrangements in place for investigation of all suspected and alleged bribery or corruption
- Maintain a record of bribery and corruption
- Report cases of bribery and corruption to the CEO and Board of Trustees
- At the request of the Board of Trustees, carry out investigations into suspected or alleged bribery and corruption where there is a significant risk to VFAN's reputation.

6. Exceptions

In some circumstances a payment is justifiable. If a member of staff is faced with a threat to his or her personal safety or that of another person if a payment is not made, it should be paid without fear of recrimination.

The payment and the circumstances in which it was made must be fully documented and reported immediately to the CEO or HoFO.

Such cases of payment for safety and security will be rare. If they have been properly approved, they would not fall foul of this policy. VFAN workers should, however, exercise caution in the use of such payments, as abuse of this exception would amount to a breach of policy.

7. Record Keeping

The Country Manager or CEO/HoFO must record and keep details of any payments made or received brought to his/her attention during the year. There is no specific format for this recording, but it must be consistent and open to audit.

8. How to Raise a concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised with the Country Manager, the CEO or HoFO.

9. What to do if you are the victim of bribery or corruption

It is important that you tell the Country Manager, the CEO or HoFO as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, if you suspect or detect corruption or if you believe that you are a victim of another form of unlawful activity.

10. Protection

VFAN 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. We 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.

We 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. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern.

If you believe that you have suffered any such treatment, you should inform the Country Manager, CEO or HoFO immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our grievance procedure.

11. Training and Communication

Training on this policy forms part of the induction process or employment pack for all new employees and should be brought to the attention of other VFAN workers. All existing employees will receive regular, relevant training on how to implement and adhere to this policy.

Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

12. Consequences

VFAN takes any attempt to commit an act of bribery or corruption seriously. VFAN workers involved in bribery or corruption of any kind will be subjected to disciplinary action within the organisation and may be reported to external authorities for criminal prosecution.

13. Review of this Policy

This policy will be reviewed by VFAN's Senior Management Team on an annual basis, with any changes approved by the Board of Trustees, and with ownership of updates resting with the Head of Finance and Operations.

Annex A – Bribery and Corruption Policy Compliance Form

I have received and been briefed on the VFAN Bribery and Corruption Policy and fully understand my responsibilities to comply with the Policy.

Name	
Position within VFAN	
Signature	
Date	