



**Bribery Policy**

ACS is determined to maintain its reputation as a Company which will not tolerate bribery, corruption or abuse of position for personal gain, wherever it may be found in any area of activity. ACS values its reputation for ethical behaviour and reliability. It recognises that over and above the committing of any crime, any involvement in bribery will also reflect adversely on its image and reputation.

This policy applies to all ACS employees. Employees are expected to understand and comply with the policy. They are also expected to be vigilant in reporting any suspicions of bribery or corruption.

**Definition of Bribery**

In general terms this is defined as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for already having done so. This could cover seeking to influence a decision-maker by giving some kind of extra benefit to that decision maker rather than by what can legitimately be offered as part of the tender process.

**The Bribery Act 2010**

The Bribery Act 2010 came into force on the 1<sup>st</sup> July 2011 and represents the biggest change in UK laws in this area of business for many generations. There are three offences under the act:

1. General Bribery Offences
  - Bribing another person
  - Being bribed
2. Bribery of foreign public officials
3. Failure of a commercial organisation to prevent bribery

In compliance with the Bribery Act 2010 ACS's policy is as follows:

**ACS prohibits;**

The offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement

**To or from**

Any person or company, wherever they are situated and whether they are a public official or body or private person or company

**By**

Any individual employee, Director, agent or other person or body acting on ACS's behalf

**In order to**


Induce another person or be induced to perform a relevant function improperly. To gain any commercial, contractual or regulatory advantage for ACS in a way which is unethical

**Or in order to**

Gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

**Further Clarification**

This policy prohibits any inducement which results in a personal gain or advantage to the recipient or any person or body associated with them, and which is intended to influence them to take improper action which may not be solely in the interests of ACS.

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This policy is not meant to prohibit the following practices providing they are customary in a particular market, are proportionate and are properly recorded:

- Normal and appropriate hospitality
- The giving of a ceremonial gift on a festival or another special time
- The offer of resources to assist the person or body to make the decision more efficiently provided that they are supplied for that purpose only.

### **Hospitality**

All requests to either offer or receive hospitality should be approved by a Director. Approval can be obtained by completing a Hospitality Form. This form can be downloaded from the shared drive under 13.0 Human Resources Access All.

### **Gifts**

All gifts of value that are given to employees by third parties should be declared to a Director and permission to keep them obtained. This does not apply to small promotional gifts.

Where a particular employee is given a number of gifts at a particular time e.g. a substantial number of bottles of wine at Christmas, these should be declared and if approved, pooled amongst the local work group.

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to your supervisor or Line Manager. If necessary, guidance should also be sought from the Managing Director.

### **Raising Concerns**

Employees should normally raise concerns thorough their immediate manager or supervisor, who will inform the Managing Director. However it is recognised that they may feel inhibited in certain circumstances. In this case, employees should refer to the ACS Whistle Blowing Policy which gives further guidance on how to raise concerns and it gives details about the support and safeguards that are available to those that do raise concerns. Concerns will be treated in confidence, properly investigated and dealt with fairly. The Whistle Blowing Policy can be found in the Employee Handbook and on the shared Drive under 13.0 Human Resources.

There is, of course, a need to ensure that any investigation process is not misused, therefore, any internal abuse, such as raising malicious or vexatious allegations, may be dealt with as a disciplinary matter.

### **Disciplinary Action**

Employees found to be in breach of the Bribery Policy may be subject to disciplinary action up to and including summary dismissal.



## Bribery Policy

# Hospitality Form

This form should be used to seek approval for either the giving or receiving of gifts or hospitality

Name of employee requesting approval for hospitality: .....

Name of person/s receiving hospitality: .....

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Brief details of the hospitality to be offered or received: .....

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Estimated monetary value of the hospitality: .....

Signature of person requesting hospitality approval: .....

Director approval for the hospitality request:

Name: .....

Signature: .....

Date: .....