



# Interaction & Communication

— Academy Trust —

# Gifts, Hospitality and Anti-bribery

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**Statement of intent**

The Interaction and Communication Academy Trust (ICAT) is committed to the highest ethical standards and acting with integrity in all business activities. This policy details ICAT's position on preventing and prohibiting bribery.

Bribery by, or of, employees, agents or consultants, or any person acting on behalf of ICAT or any of its Academies will not be tolerated. The Trust Board and all local governing bodies and senior leadership teams are committed to implementing effective measures to prevent, monitor and eliminate bribery.

Bribery and corruption by individuals is punishable by up to ten years' imprisonment and ICAT or the Academy concerned could face an unlimited fine and serious damage to its reputation. Therefore, ICAT and all Academies within ICAT take their legal responsibilities very seriously.

The purpose of this policy is to:

- Establish the responsibilities of ICAT and Academies in observing and upholding our position on bribery and corruption.
- Provide information and guidance to ICAT and Academy staff on how to recognise and deal with bribery and corruption concerns.

This policy covers all individuals working for ICAT and all Academies within ICAT at all levels (whether permanent, fixed-term or temporary), and includes members, trustees, governors, volunteers, agents and any other person associated with ICAT or its constituent academies. For brevity, in the rest of the policy all the above will be referred to as "employees".

**1. The Bribery Act 2010**

- 1.1. The Bribery Act 2010 came into force on 1 July 2011. It covers bribery and corruption in business activities in the UK and overseas. Under the Bribery Act 2010, a bribe is a financial or other type of advantage offered with the intention of inducing or rewarding improper performance of a function or activity, or knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity.

- 1.2. A criminal offence will be committed under the Act if:
- An employee or associated person acting for, or on behalf of ICAT or an Academy, offers, promises, gives, requests, receives or agrees to receive bribes.
  - An employee or associated person acting for, or on behalf of ICAT or an Academy, offers, promises or gives a bribe to a public official with the intention of influencing that official in the performance of his/her duties.
  - And, in either case, ICAT or the Academy does not have the defence that it has adequate procedures in place to prevent bribery.

## **2. Unacceptable practice**

- 2.1. It is not acceptable for employees to:
- Give, promise or offer a payment, gift or hospitality, with the expectation or hope that an advantage for ICAT or any Academy within ICAT will be received or to reward an advantage already received.
  - Give, promise 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 if they know or suspect that it is offered with an expectation of a business advantage in return.
  - Threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy.
  - Engage in any activity that may lead to a breach of this policy.

## **3. Acceptable practice**

- 3.1. This policy does not prohibit normal and appropriate hospitality (both given or received), providing the following requirements are met:
- There is no 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 exchange for favours or benefits.
  - It is given in ICAT's name, or that of one of the Academies in ICAT - not in the individual's name.
  - It complies with local law.
  - It does not include cash or a cash equivalent such as vouchers or gift certificates.
  - It is appropriate in the circumstances, e.g. the giving of small gifts at Christmas time.
  - The type and value of the gift is reasonable given the reason the gift is offered.
  - It is given openly, not secretly.
  - Gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of the relevant Academy business manager, ICAT chief finance officer or equivalent

- 3.2. The general approach is to, in all circumstances, consider whether the gift or hospitality is reasonable and justified and to consider the intention behind the gift.

#### **4. Charitable donations**

- 4.1 Charitable donations are considered to be part of ICAT's wider purpose. The Trust supports a number of carefully selected charities. The Trust may also support fundraising events involving employees. The Trust only makes charitable donations that are legal and ethical. No donation must be offered or made in the Trust's name or that of one of its Academies without the prior approval of the relevant Academy business manager, ICAT chief finance officer or equivalent.

#### **5. Receiving gifts**

You may retain all gifts valued at £40.00 or under, whether given in recognition of presentations or otherwise. For gifts exceeding a value of £40.00 the following options are suggested:

- share the gift with all staff
- raffle the gift for charity
- donate the gift to charity
- make a donation to charity and keep the gift

#### **6. Declaration**

You must declare all offers of gifts and hospitality, made to or by you, regardless of value, in your role as a member of ICAT staff. All such offers must be declared whether accepted or declined. Offers of gifts and hospitality may include items ranging from diaries, boxes of chocolates, to free conferences including travel.

Declarations must be recorded on ICAT's Gifts and Hospitality Form (Appendix 1). The register is maintained by the Director of Operations and is publicly available.

It is your responsibility to ensure that you are not placed in a position that risks, or appears to risk, compromising your role or ICAT's public and statutory duties. You should not be seen to be securing valuable gifts and hospitality by virtue of your job. You should not accept or provide any gift or hospitality if acceptance/provision will give the impression that you have been influenced/are deemed to be influencing while acting in an "official capacity".

#### **7. Reporting suspected bribery**

- 7.1. Employees are encouraged to raise concerns about any suspicion of bribery or corruption at the earliest possible opportunity. Issues that should be reported include:

- Any suspected or actual attempts at bribery.

- Any concerns that an employee may be in receipt of bribes.
  - Any concerns that an employee may be offering or delivering bribes.
- 5.2. All concerns should be reported following the procedure set out in the Trust's Whistleblowing Policy, which sets out information about the various avenues that can be followed depending on who the concern relates to.
- 5.3. All reports of bribery will be investigated thoroughly and in a timely manner and in the strictest confidence. Employees are required to assist in any investigation into possible or suspected bribery.
- 5.4. In accordance with the Whistleblowing Policy, employees who raise concerns in good faith will be supported by the Academy and the Academy will ensure that they are not subjected to any detrimental treatment as a consequence of their report. Any instances of detrimental treatment against an employee for reporting a suspicion will be treated as a disciplinary offence. Please see the Whistleblowing Policy for more details.

## **6. Following investigation**

- 6.1. The Academy will invoke disciplinary procedures where any employee is found guilty of bribery and this may result in a finding of gross misconduct and immediate dismissal. The Academy may terminate the contracts of any associated persons, including consultants or other workers acting for, or on behalf of the Academy, who are found to have breached this policy.

## **7. Record keeping**

7.1. ICAT keeps financial records and has appropriate internal controls to provide evidence for the business reasons for making payments to third parties. Employees must make their head teacher or Academy business manager (or, for Trust employees, the ICAT business manager/director of finance or the chief executive) aware of all hospitality or gifts received or offered over the value of £20. These will be subject to managerial review.

7.2. Employees' expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with each Academy's Expenses Policy.

7.3. All invoices, accounts and related documents should be prepared and maintained with the highest accuracy and completeness, and no accounts may be kept "off-book".

**Appendix 1: Declaration of gift – to be sent to [info@icat.org.uk](mailto:info@icat.org.uk)**

<b>Date Received</b>	<b>Recipient Name</b>	<b>Received from</b>	<b>Description of gift/hospitality received</b>	<b>Value (Estimate if unknown)</b>	<b>Reason given for providing gift/hospitality</b>