

July 2017

Anti-Bribery Policy



Date Written	17.07.2017
Author(s)	Registered manager
Version	2.0
Date Signed Off	19/07/2017
Reviewed by	

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Review Data

Initial Production

Name	Role/Department	RACI	Date
Registered manager	Registered Manager	RA	17.07.2017
Registered manager	Registered Manager	RA	04/12/2017

R = Responsible for document production; A = Accountable; C = Consulted; I = Informed

Change History

Version	Date	Details of Change	Author
2.0	17.07.2017	Re-write and re-structure of original policy in line with most recent legislative updates.	Registered manager

Emergency Contact Details

Name	Email	Mobile
Registered manager	fran@livein.care	

CQC Fundamental Standards

Legislation	Details
The Bribery Act 2010	The Act is concerned with bribery. Very generally, 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 having already done so.

Key Lines of Enquiry

KLOE	How this applies to Anti-Bribery
Effective	This Anti-Bribery policy is an aspect of 'Effective' due to our commitment to conduct all our business on an honest and ethical matter. By enforcing systems to avoid bribery we are opposing corruption within our organisation to ensure that our service is continuing to remain morally effective.
Well - Led	Our Anti-Bribery policy also demonstrates 'Well-Led'. It is through positive leadership, support of staff at all levels, and by setting a strong ethical example that the morality of the organisation is demonstrated to staff throughout the entire company.

Related Documents

This policy should be read in conjunction with our:

- **Record Keeping Policy**
- **Incident Reporting Policy**
- **Disciplinary Policy**

Policy Statement

Policy Aims

At Living Carers Ltd, we always try do the right thing in the right way. We take our responsibilities under the law very seriously. This policy sets out the ways we must all comply with the anti-bribery and corruption rules. The policy helps us to conduct our business responsibly.

Reading this policy should mean you:

- Understand what bribery is
- Understand how anti-bribery works at *Living Carers Ltd*
- Understand your role in preventing bribery
- Understand how we can all work together to prevent bribery.

What is Bribery?

Bribery means **offering, promising, giving, accepting,** or **soliciting** an advantage in order to bring about an action that is illegal or a breach of trust.

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

It is our policy to conduct all our business in an honest and ethical manner. We take a zero tolerance stand on bribery and corruption. We all must act professionally, fairly and with integrity in all areas of our work. To do this, we have set up and we enforce systems to avoid

EXAMPLE OF BRIBERY IN YOUR WORKPLACE

A staff member is given a gift from a Client's relative. They then some kind of special treatment is expected in return.



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This is classed as a bribe and is a breach of our policy. It is your responsibility to declare any attempt at Bribery to your Line Manager. You must also keep a written record of all hospitality or gifts you have been offered or have accepted.

Failure to do this could result in dismissal for gross misconduct.

bribery. We will uphold all laws relevant to avoiding bribery and corruption everywhere we operate.

Scope

Who is covered by the policy?

In this policy, *third party* means any person or organisation you come across during the course of your work for us.

This policy applies to everyone working at all levels and grades, whether permanent, fixed-term or temporary.

This policy covers:

- **Bribes**
- **Gifts and hospitality**
- **Facilitation payments**
- **Political contributions**
- **Charitable contributions**

Bribes

Employees must not engage in any form of bribery, either directly or through any third party.

Gifts and Hospitality

Employees must not offer or give any gift or hospitality:

- Which could be seen as illegal or improper and goes against the receiver's policies
- To any public employee or government officials, or politicians or political parties
- Unless approved in writing by the company
- If there is any suggestion that a return favour will be expected or implied

Key Question: Is it ever appropriate to accept a gift?

If it is not appropriate to decline the offer of a gift, the gift may be accepted, as long as you tell your Line Manager straight away. The gift will be donated to charity.

If you are offered any gift or hospitality, you should ask yourself whether others would think it was reasonable and justified. The reason for the gift should always be considered.

Political Contributions

We do not make donations, whether in cash or kind, in support of any political parties or candidates, as it might look like an attempt to gain an improper business advantage.

Charitable contributions

Charitable donations are acceptable and are encouraged, but employees must be careful that these are not used as a scheme to conceal bribery. We only make charitable donations that are

legal and ethical. No donation must be offered or made without the prior approval of a senior manager. All charitable contributions should be publicly disclosed.

Record-Keeping

We must keep financial records and have the right internal controls in place to show the business reason for making payments to third parties.

You must tell your Line Manager about and keep a record of any hospitality or gifts you accept or that you are offered.

You must make sure any expenses that you incur in the line of your work are submitted to your Manager. You must keep a record of any expenses.

Any document, such as a receipt, that relates to any dealings with other parties, should be recorded accurately and completely. No accounts are to be kept 'off-book' to assist or conceal improper payments.

Key Question: What should I do if I witness an incident of bribery?

You must raise concerns about any issue or suspicion you have of bribery as quickly as you can. If you are unsure whether something really is bribery or corruption, or if you have any other queries or concerns, you should talk to your Line Manager.

Protection

Someone who refuses to accept or offer a bribe, or who raises a concern about another's wrongdoing, might be worried about the possible repercussions.

We encourage openness and we will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

We will ensure no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption. We will ensure no one suffers any detrimental treatment because they report their suspicion in good faith that an actual or potential bribery or other corruption offence has taken place, or may take place in the future.

Detrimental treatment includes being dismissed, disciplinary action, threats, or other unfavourable treatment connected with raising a concern. If you feel you have suffered treatment like this, please tell your Line Manager straight away.

If the matter is not dealt with, and you are an employee, you should tell the Company Director personally.

Who is Responsible for this Policy?

Registered Manager

Responsible for making sure the policy is being followed.
Also, responsible for dealing with any queries what the policy means for everyone.
Responsible for making sure the policy complies with our legal and ethical obligations.



Management

Making sure that staff are aware of and understand this policy.



Care Worker Responsibilities

Making sure this policy is read, understood, and complied with.
Report any incident or suspected incident of bribery to management.
Asking management for guidance if unsure of anything covered in this policy.

Key Points to Take Away

We must conduct our business in an open and ethical way, avoiding any bribery and corruption. This is the law and our own standard.

Be careful not to take offers from people that could be seen as a way of getting favourable treatment. Do not make any such offer yourself.

If you accept any gift or hospitality in good faith, because it wasn't acceptable to decline it, you must tell your Line Manager straight away.

If you have any concerns about bribery or corruption, speak to your Line Manager.

At *Living Carers Ltd*, bribery is completely unacceptable and punishable.

After reading this Policy, you should be able to:

- Understand that bribery is totally unacceptable;
- Understand what Anti-Bribery is and how the Anti-Bribery policy operates;
- Understand how Anti-Bribery operates at Living Carers Ltd and have an awareness of the actions we take in preventing, identifying and reporting concerns;
- Understand the role you play in Anti-Bribery.

If you have not achieved any of these points, please ask your Line Manager or trainer for further help.

Policy Review

This policy will be reviewed by the Registered Manager at least annually to make any updates and amendments necessary to ensure the policy conforms to current legislation, reflects current practice and expectations.

Authorisation and Signature

This Policy is the official and authorised version agreed by the Directors of Living Carers Ltd. All employees are expected to work in accordance with this policy and failure to comply with this policy could result in disciplinary action.

Registered Manager

04.12.2017