

## **Anti-Bribery Policy**

### **Introduction**

*“Bribery blights lives. Its immediate victims are individuals and organisations that lose out unfairly. The wider victims are government and society, undermined by a weakened rule of law and damaged social and economic development. At stake is the principle of free and fair competition, which stands diminished by each bribe offered or accepted.”* Kenneth Clarke, Secretary of State for Justice, March 2011

[The Bribery Act 2010](#) (the Act) came into force on 1<sup>st</sup> July 2011 replacing a number of older laws on bribery and corruption and introducing additional corporate responsibilities and potential offences which are summarised as follows:

1. Promising to offer a bribe;
2. Requesting, agreeing to receive or accepting a bribe;
3. Bribing a foreign public official; and,
4. A corporate offence of failure to prevent bribery by persons associated with an organisation.

The sanctions for individuals convicted of bribery are up to 10 years imprisonment and for corporate offences, unlimited fines.

This policy outlines the University’s approach to counter bribery and corruption and to offer broad guidance to members of the University on recognising and avoiding breaking the law on bribery.

This policy is applicable to **all** members of the University but is aimed in particular towards staff (permanent, fixed term, temporary), secondees, consultants, contracted educational advisors, agency workers, volunteers, interns, agents and sponsors engaged with the University in the UK or overseas.

Any breach of the Act will not only risk prosecution but will result in University disciplinary proceedings or contractual sanctions - including the possibility of dismissal or summary termination of contract.

### **Policy Statement**

The University of Wolverhampton wishes to develop and maintain good working relationships with its suppliers, agents, contractors, sponsors and officials but such relationships must at all times be transparent, proportionate and auditable.

The University of Wolverhampton expects and requires members of the University and our business partners, agents, suppliers and contractors to act with integrity and without actions that may be considered as offences within the Bribery Act 2010. This means that those persons acting or working for the University must never:

- Offer or make a bribe or solicit business by offering a bribe, unauthorised payment or inducement of any kind to anyone;

- Accept any kind of bribe, unauthorised payment or inducement that would not be lawful or authorised by the University in the normal course of events.

Similarly, those acting or working for the University must:

- Refuse any bribe, inducement or unauthorised payment of money or in kind that is offered where the intention is unambiguously contrary to law and this Policy;
- Report **all** such offers, irrespective of ambiguity to the University Secretary in accordance with the [University's Whistleblowing Policy](#).
- Report any suspicion of a breach of the Act by others using the [University's Whistleblowing Policy](#).

## **Hospitality and Gifts**

The occasional exchange of corporate gifts, meals and modest hospitality is common practice and is meant to cement goodwill and good business relationships. In moderation, these are unlikely to fall within the ambit of the Act, but if excessive, can cause a sense of obligation on the part of the recipient which may be regarded as a bribe or tantamount to a bribe.

The Policy advice is that modest hospitality and gifts may be given or received **in moderation** but should be offered or received in an open, transparent manner such that,

- The receipt of a gift or hospitality is declared to and recorded by the University (see [Financial Regulations](#)).
- The provision of a gift or hospitality on behalf of the University is always made known in advance to an appropriate senior line manager or officer of the University.

In no circumstances must any gift of money be made or received by an individual in connection with his or her duties or obligations to the University.

If the receipt of a gift or hospitality is manifestly not in keeping with the modest nature expected by the University, every effort should be made to refuse it without causing offence to the person or organisation concerned. If a gift of such kind cannot be refused it should not be retained by the recipient but instead be declared to and held by the University.

## **Advice and Guidance**

Notwithstanding the obligations under this Policy to declare and report formally, further advice and guidance on this Policy may be sought at any time from the Office of the [University Secretary](#).

This policy has been approved on behalf of the Board of Governors by the Finance & General Purposes Committee of the Board and is effective from September 2011.