

# Anti Bribery Policy

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<b>Linked policies and documents:</b>	Whistleblowing Policy Fraud Prevention Policy Student Code of Conduct and Student Disciplinary Policy Admissions Policy and Procedure (Home Students) Student Handbook Staff Handbook
<b>External reference points:</b>	UK Anti Bribery act 2010 Trading Standards
<b>Audience:</b>	OBC Staff, Students and Website (General Public)

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# 1 Introduction

The College is bound by the UK Bribery Act (2010) in respect of its conduct locally, nationally, and internationally. Bribery is a criminal offence. The College prohibits any form of corruption. We require compliance from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us, and we have a zero-tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the College.

## 2 Purpose

The purpose of this policy is to ensure that all College stakeholders conduct business honestly, fairly, ethically, professionally, and legally without any form of corruption.

## 3 Scope

This policy applies to all stakeholders of OBC including staff and external members such as marketing agents, consultants, contractors, suppliers, members of Boards & Committees and all students.

## 4 Aims and Objectives

The policy aims to provide information and guidance to all staff and stakeholders working for OBC or on our behalf on how to recognise, prevent and eliminate bribery. The main objectives of the policy are:

- 4.1 To function with the highest standards of integrity and in accordance with the UK Bribery Act 2010
- 4.2 To provide a clear statement that OBC will not permit any form of bribery
- 4.3 To implement and monitor procedures to prevent all stakeholders from engaging in bribery
- 4.4 To set out robust review and monitoring procedures to ensure compliance with this policy
- 4.5 To provide guidance about accepting gifts and hospitality

## 5 What is a Bribe?

Bribery is defined under the UK Bribery Act (2010) 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, to gain an advantage, whether personal or commercial. Specifically, the Act makes it an offence to:

- 5.1 Give a bribe: The direct or indirect promise, offering or authorisation of anything of value
- 5.2 Receive a bribe: Request, agree to receive kickback, loan, fee, reward, gift, or another advantage
- 5.3 Bribe a foreign public official: Offer money or a gift to obtain or retain business, or a business advantage; includes aid, donations or voting designed to exert improper influence
- 5.4 Fail to prevent bribery on behalf of an organisation (corporate liability)

## **6 OBC Mechanism for Anti-Bribery**

### **6.1 Senior Leadership Commitment**

The College is committed to preventing bribery and to fostering a bribery and corruption-free culture.

### **6.2 Communication**

The College will seek to ensure that its anti-bribery policy and procedures are understood throughout the organisation through internal and external communication that is proportionate to the risks it faces.

Staff at OBC must not receive offers or accept any bribe or inducement that contravenes the Bribery Act 2010. The College will identify areas of potential risk and put appropriate processes in place to mitigate them.

It is prohibited, directly or indirectly, for any employee or person working on behalf of OBC to offer, give, request or accept any bribe i.e., gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain a commercial, contractual or regulatory advantage for the College, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

### **6.3 Risk Assessment**

The College will assess the extent of its exposure to potential internal and external risks of bribery. The assessment will be documented and subject to regular review and updating.

### **6.4 Due Diligence**

The Audit and Risk Committee will oversee due diligence procedures relating to any proposed major financial or academic collaborative activity and any activity where there is a significant

risk of bribery. The Audit and Risk Committee will ensure that the College's anti-bribery policy is incorporated into all agreements made by the College.

## **6.5 Suspicion**

The College considers bribery unethical and potentially illegal activity. If the College suspects that any individual has committed an act of bribery or attempted bribery, an investigation will be carried out in line with our disciplinary procedures.

## **6.6 Whistleblowing**

Any suspicion of bribery must be reported. The College has a Whistleblowing Policy. If an employee or person working on behalf of the College suspect that an act of bribery or attempted bribery has taken place, even if they are not personally involved, they are expected to report this to a Senior Manager or the Director. They may be asked to give a written account of events.

## **7 Gifts and Hospitality**

The College recognises that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation, where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly. Full guidance can be found in the gifts and hospitality policy.

## **8 Record Keeping and Monitoring**

In accordance with the Office for Students' guidance (March 2018) the College has a robust and comprehensive system of risk management, control, and governance. This includes the prevention and detection of corruption, fraud, bribery, and irregularities. The Audit and Risk Committee has an overall responsibility for approving the Anti-Bribery Policy and for ensuring that it complies with the College's legal and ethical obligations. The Audit and Risk Committee exercises responsibility for the implementation, monitoring and reviewing of the Anti-Bribery Policy.

The Managing Director will maintain a register of all cases of bribery or attempted bribery. The register will be used to inform risk assessments of every instance in which gifts or hospitality are given or received. As the law is constantly changing, this policy is subject to review and the Company reserves the right to amend this policy without prior notice.

## **9 Policy Review**

The College is committed to reviewing the policy on an ongoing basis, and the Audit and Risk Committee will review the effectiveness of the anti-bribery policy and related procedures

annually. The application of the policy will therefore be subject to regular review through the College's risk management register.