**Anti Bribery Policy**

A bribe is a financial advantage or any other reward an individual or company offers to influence an individual to perform functions or duties improperly. Any bribery or corruption damages us and the market in which we do business. We will not tolerate any form of bribery from you or any of its employees, agency workers or contractors. If you engage in these practices, it will result in resolution action for gross misconduct.

It is never acceptable to accept rewards offered for something in return: forms of cash or entertainment of a sexual or other inappropriate nature. What can be acceptable is modest/occasional meals from someone the business is done with, occasional attendance at ordinary events or gifts of a modest value.

**Gifts and Hospitality**

If you are paying for hospitality, you should include expenditure on all the participants attending (e.g. at lunch) when assessing the equivalent value. If you are receiving hospitality or a gift, you only need to assess the equivalent amount spent on you subjectively. This should be completed before the event.

The registration and approval limits are:

Equivalent value (including VAT)

Below £25 no need to register Director Approval

£25 and above must be registered Director Approval

When dealing with suppliers or other third parties, we are committed to conducting research to ensure that those suppliers or third parties do not engage in improper activities. We will also ensure that risk assessments are undertaken with regard to potential issues of bribery.

We will monitor and review our safeguarding activities about bribery regularly and inform you of all policies about anti-bribery measures. It is your responsibility not to engage in any bribery, and should you become aware of any bribery or corruption, you must immediately notify your line manager.