



**The British  
Psychological Society**

Promoting excellence in psychology

## ANTI-BRIBERY POLICY AND PROCEDURES

For use by:	All Society employees; Members undertaking activities on behalf of the Society; agents, consultants and contractors acting for the Society.
Owner	Director of Finance
Date of Approval by PC	24 April 2012
Date of Trade Union Consultation and Negotiation	5 October 2012
Date of Approval by JNC	5 October 2012
Launch Date	January 2013
Contact - comments	Personnel Department
Review Date	First year review then every three years. (2014/2017)

## **1. Introduction**

- 1.1. Under UK law (UK Bribery Act 2010), bribery and corruption is punishable for individuals by up to ten years imprisonment. If the Society is found to have taken part in any corruption or lacks adequate procedures to prevent bribery, it could face an unlimited fine, lose its Charity status and Royal Charter and face untold damage to its reputation.
- 1.2. The Bribery Act 2010, which repeals existing legislation, has introduced the offences of offering and or receiving a bribe. It also places specific responsibility on organisations to have in place sufficient and adequate procedures to prevent bribery and corruption taking place. Under the Act, bribery is defined as *“Inducement for an action which is illegal unethical or a breach of trust. Inducements can take the form of gifts loans, fees rewards or other privileges.”* Corruption is broadly defined as the offering or the acceptance of inducements, gifts or favours, payments or benefit in kind which may influence the improper action of any person; corruption does not always result in a loss. The corrupt person may not benefit directly from their deeds; however, they may be unreasonably using their position to give some advantage to another.
- 1.3. To demonstrate that the organisation has in place sufficient and adequate procedures and to demonstrate openness and transparency, all staff and Members undertaking activities on behalf of the Society are required to comply with the Anti-Bribery policy.

## **2. Aims**

The aims of the Anti-Bribery Policy and Procedure are:

- 2.1. To enable those covered under the scope of the policy (see 3.) to understand the Policy and Procedures, their responsibilities under the Policy and the consequences of non-compliance.
- 2.2. To ensure that, as far as possible, the Anti-Bribery procedures are administered effectively.
- 2.3. To ensure that the Society complies with the relevant legislation (see 5.6).
- 2.4. To promote a culture of integrity and transparency.

## **3. Scope**

- 3.1. The Anti-Bribery Policy and Procedure applies to all Society employees; Members undertaking activities on behalf of the Society; agents, consultants and contractors acting for the Society.

## **4. Principles**

- 4.1 The Society will operate an Anti-Bribery Policy and Procedure consistently, in line with the prevailing legal requirements, to ensure that the Society demonstrates and maintains a zero tolerance approach to bribery.
- 4.2 The Society is committed to protecting staff and its members by ensuring that appropriate policies and procedures are applied.
- 4.3 The action and conduct of staff, Members and others acting on behalf of the Society are essential to maintaining standards. To that end, all Society staff and members, including agents, consultants and contractors as well as suppliers involved in Society business must read, become familiar and comply with this Anti-Bribery Policy.
- 4.4 This Policy should be read in conjunction with the other relevant policies outlined in 5.6.
- 4.5 This Policy and Procedure must be complied with. The Board of Trustees are responsible for setting and reviewing this policy and for ensuring that any changes to this Policy are effectively communicated to all of those covered within the scope of this Policy.
- 4.6 The Society will support those covered within the scope of this Policy through guidance, training and further information as required. Staff and members are encouraged to contact the policy contact if they have any queries regarding the Anti-Bribery Policy and Procedure.

## **5. Policy and procedure**

### **5.1. Policy**

- 5.1.1 It is the Society's policy to comply with all laws, rules, and regulations governing anti bribery and corruption law, in all the countries where we operate. The Society has a zero tolerance approach to acts of bribery and corruption, by employees or anyone acting on our behalf. Any breach of this policy will be regarded as a serious matter by the Society which is likely to result in disciplinary and, in some cases, legal action.
- 5.1.2 The payment or offer to pay bribes, or provisions of, or offer to provide gifts or anything of value for improper purposes, to obtain or retain business or any other benefit, (whether for the Society or any other party) is prohibited. Such payments or gifts are also forbidden under the terms of this policy and may result in immediate dismissal or removal from Society membership for those involved in their payment or receipt.

- 5.1.3 The Society is required to keep financial records and to have appropriate internal controls in place which will evidence the reason for making any payments to third parties.

## **5.2 Procedure**

- 5.2.1 Should members of staff or members wish to report any concerns or allegations they should contact the Chief Executive (members) or the most appropriate person identified within the Whistleblowers Policy (staff).
- 5.2.2. In the event that an incident of bribery, corruption, or wrongdoing is reported, the Society will immediately investigate the allegation. The Society has clearly defined procedures for dealing with allegations against staff (Disciplinary procedures) and members (Member Conduct Rules).
- 5.2.3. Breach of this Policy by a member of staff will result in disciplinary action which may lead to dismissal.
- 5.2.4. Breach of this Policy by a Society Member will result in disciplinary action which may lead to removal from Society membership.
- 5.2.5. Breach of this Policy by an agent, supplier, contractor or consultant acting on the Society's behalf will lead to immediate termination of their contract.
- 5.2.6. In addition to enacting its internal procedures, the Society and will notify the police, the Charity Commission and other relevant bodies as appropriate.

## **5.3 Responsibilities**

- 5.3.1 All staff, members and representatives discharging duties on behalf of the Society have a responsibility to help detect, prevent and report instances not only of bribery, but also of any other suspicious activity or wrongdoing. If you have a concern regarding a suspected instance of bribery or corruption, you have an obligation to notify the Society.
- 5.3.2 It is the ultimate responsibility of the Board of Trustees to monitor, review and reinforce this policy and its underlying principles and guidelines. The Senior Management Team, under the overview of the Board of Trustees, are responsible for the establishment and ongoing monitoring of compliance and for ensuring that all staff are provided with guidance on the policy and for making it freely available to those covered within its scope. The Senior Management Team are also responsible for ensuring that appropriate steps (see 5.5) are in place to help prevent bribery and corruption.

## 5.4 Guidance on bribery and corruption

5.4.1 Bribery and corruption has a range of definitions but the fundamental principles apply universally.

**Bribery is the offer, promise, giving, demanding or acceptance of an advantage as an inducement for an action which is illegal, unethical or a breach of trust.**

**Corruption is the misuse of public office or power for private gain; or misuse of private power in relation to business outside the realm of government.**

5.4.2 Acts of bribery or corruption are designed to influence the individual in the performance of their duty and incline them to act dishonestly. The person being bribed is generally someone who will be able to obtain, retain or direct business. This may involve initiatives such as tendering and contracting or it may simply involve the handling of administrative tasks such as member registration. It does not matter whether the act of bribery is committed before or after the tendering of a contract or the completion of administrative tasks.

5.4.3 Bribes can take on many different shapes and forms, but typically they involve corrupt intent. There will usually be a '*quid pro quo*' – both parties will benefit. A bribe could be the:

- Direct or indirect promise, offering, or authorisation, of anything of value
- Offer or receipt of any kickback, loan, fee, reward or other advantage
- Giving of aid, donations or voting designed to exert improper influence

5.4.4 In the eyes of the law, bribery and corrupt behaviour can be committed by:

- An employee and/or member of the Society
- Any person acting on behalf of the Society (e.g. our suppliers and business partners)
- Individuals and organisations where they authorise someone else to carry out these acts

5.4.5 The Society neither accepts nor engages in any direct political activity. Therefore, any financial political contribution or facilitation payment will be considered unauthorised and in breach of this policy.

## 5.5. How do we prevent bribery and corruption?

We take the following steps to assist in the prevention of bribery and corruption:

### **Risk assessment**

5.5.1 Effective risk assessment can identify specific areas in which we may face bribery and corruption risks and allows us to better evaluate and mitigate these risks and thereby protect ourselves. Managers and Members must, therefore, assess the vulnerability of each activity on an ongoing basis. At a Society-wide level, the risk assessment is carried out by the Audit and Risk Committee.

### **Accurate record keeping**

- 5.5.2 Many serious global bribery and corruption offences have been found to involve some degree of inaccurate record-keeping. We ensure that we maintain accurate records and financial reporting within all Society functions and for third parties working on our behalf. Our records and overall financial reporting must also be transparent. That is, they must accurately reflect each of the underlying transactions.

### **Effective monitoring and internal control**

- 5.5.3 All Society functions must maintain an effective system of internal control and monitoring of transactions. Once any bribery and corruption risks have been identified and highlighted through the risk assessment process, procedures should be developed to help mitigate any risks on an ongoing basis.

## **5.6 Related policies**

- 5.6.1 This policy should be read in conjunction with:

- Whistleblowers Policy
- Anti-Fraud Policy & Procedure
- Expenses Policy \*
- Financial Procedure and Internal Control Manual \*
- Gifts and Hospitality Policy
- Disciplinary Policy and Procedures \*
- Declaration of Interests Policy and Procedures
- Anti-Money Laundering Policy
- Member Conduct Rules

*\* update/approval ongoing*