



# Gifts, Hospitality & Anti-bribery Policy

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**Author/owner: Finance Director/Finance Board**

## Introduction

It is The Three Saints Academy Trust's ("the Trust") policy to conduct all of its business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. The Three Saints Academy Trust will comply with the Bribery Act 2010.

The purpose of this policy is to:

- a) set out the responsibilities of the Trust, and of those working for us, in observing and upholding our position on bribery and corruption; and
- b) provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

This policy does not form part of your contract of employment and can be amended and changed at anytime.

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption the Trust could face an unlimited fine and damage to its reputation. We therefore take our legal responsibilities very seriously.

In this policy, 'third party' means any individual or organisation that **employees or associated persons** come into contact with during the course of their work for The Trust, and includes actual and prospective pupils and parents, suppliers, business contacts, agents, advisers, and government and public bodies.

## Who is Covered by the Policy?

This policy applies to all individuals working for The Trust at all levels (whether permanent, fixed-term or temporary), and includes directors, governors, volunteers, agents or any other person associated with the Trust.

## What is Bribery?

A bribe is an inducement or reward offered, promised or provided in order to gain any business or personal advantage.

## Gifts and Hospitality

This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

The giving or receipt of gifts or hospitality is not prohibited, if the following requirements are met:

- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- it complies with local law;
- it is given in The Trust's name, not in your name;
- it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time and to teachers at the end of the school year;
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- it is given openly, not secretly;
- gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of the Finance Director or the Principal.

The practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the

circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

### **What is Not Acceptable?**

It is not acceptable for **employees or associated persons** or someone on their behalf) to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage for The Trust will be received, or to reward an advantage already received;
- give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party that they know or suspect is offered with the expectation that it will obtain an advantage for them;
- accept a gift or hospitality from a third party if they know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the Trust in return;
- threaten or retaliate against another **employees or associated persons** who has refused to commit a bribery offence or who has raised concerns under this policy, or engage in any activity that might lead to a breach of this policy.

### **Donations**

The Trust only makes charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made in the Trust's name or on behalf of the Trust without the prior approval of the Finance Director or the Principal.

### **Employee and associated persons responsibilities**

**Employees or associated persons** must ensure that they read, understand and comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All **employees or associated persons** are required to avoid any activity that might lead to, or suggest, a breach of this policy. An **employees or associated persons** must notify the Finance Director or the Principal as soon as possible if he/she believes or suspects that a breach of this policy has occurred, or may occur in the future.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other **employees or associated persons** if they breach this policy.

### **Record-keeping**

The Trust keeps financial records and has appropriate internal controls in place which will evidence the business reason for making payments to third parties. All employees must make the Finance Director aware of all hospitality or gifts accepted or offered over the value of £25, which will be subject to managerial review. **Employees or associated persons** must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with the Trust's expenses policy and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

### **How to Raise a Concern**

**Employees or associated persons** are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. Concerns should be reported by following the procedure set out in our Whistle-blowing Policy.

### **Risk management**

Three Saints Trust has established detailed risk management procedures to prevent, detect and prohibit bribery. The Trust will conduct risk assessments for each of its key business activities on a regular basis and, where relevant, will identify employees or officers who are in positions where they may be exposed to bribery.

Three Saints Trust will:

- regularly monitor "at risk" employees and associated persons;
- regularly communicate with "at risk" employees and associated persons;
- undertake extensive due diligence of third parties and associated persons; and
- communicate its zero-tolerance approach to bribery to third parties, including actual and prospective customers, suppliers and joint-venture partners.