

## **GLEN CLEANING LTD ANTI BRIBERY POLICY**

### **Introduction**

Glen Cleaning Ltd ('The Organisation') is committed to instilling a strong anti-corruption culture and recognizes its responsibility in the prevention of the practice of bribery or corruption by persons employed by and associated with it. Our Policy is in line with but not limited to the Bribery Act 2010.

### **Scope**

This policy applied to all those employed by and associated with the organisation.

### **Offering bribes**

The organisation expressly prohibits any person employed by or associated with it from offering, promising or giving any financial or other advantage to another person where it is intended that the advantage will bring about improper performance by another person of a relevant function or activity, or that the advantage will reward such improper performance.

The organisation prohibits any person employed by or associated with it from offering, promising or giving any financial or other advantage to another person where it is believed that the acceptance of the advantage offered, promised or given in itself constitutes the improper performance of a relevant function or activity.

### **Accepting bribes**

The organisation expressly prohibits any person employed by or associated with it from requesting, agreeing to receive or receiving any financial or other advantage with the intention that a relevant function should be performed improperly as a result of the advantage or as a reward for performing the relevant function improperly.

The improper performance of a relevant function in anticipation of receiving financial or other advantage is also prohibited.

### **Bribing a public official**

The organisation expressly prohibits the bribing of a UK or foreign public official in order to obtain or retain business or an advantage in the conduct of business.

### **Relevant functions and activities**

Relevant functions and activities are any function of a public nature, any activity connected with the business, any activity performed in the course of a person's employment and activity performed by or on behalf of a body of persons where the person performing that function or activity is expected to perform it impartially, in good faith, or is in a position of trust by virtue of performing it.

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## Hospitality and business gifts

The Bribery Act 2010 does not seek to prohibit reasonable and proportionate hospitality, advertising, sponsorship and promotional or other similar business expenditure, as it is recognized that this constitutes an established and important part of doing business.

However, hospitality, promotional and similar business expenditure can be used as bribes.

The organisation expressly prohibits the giving and receiving of hospitality/business gifts and similar where the intention in doing so is to receive or confer an advantage in return for giving or receiving the hospitality/business gift or similar.

The following procedures should be adopted in relation to hospitality and business gifts.

1. All offers of business gifts should be referred to the anti-bribery officer and should only be accepted if clearance has been received from him or her.
2. Business gifts should not be made without the permission of the anti-bribery officer.
3. A record of all business gifts made and received and the reason for the gift should be retained.
4. All hospitality must be proportionate and reasonable. Guidance should be sought from the anti-bribery officer as to whether the planned hospitality is proportionate and reasonable.
5. The Register of Gifts / Hospitality Received & Provided (MM027A) is used to record all hospitality provided and accepted, including cost and reason for providing or accepting the hospitality.
6. Quid pro quo arrangements are expressly prohibited.
7. Cash gifts are expressly prohibited.
8. The provision or acceptance of entertainment of a sexual nature is expressly prohibited.
9. Acceptable hospitality and entertaining may include modest meals with people with whom we do business (such as providing a modest lunch after a meeting) or the occasional provision of or attendance at sporting or cultural events, provided that the intention is to build business relationships rather than to receive or confer an advantage.
10. The provision of small promotional gifts, such as diaries, pens or similar, will generally be regarded as acceptable.
11. Staff reviewing expense claims should be alert to the provision of hospitality/business gifts that may be construed as a bribe.
12. All concerns should be reported.

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## **New business, change in business and contracts with external parties**

Where you develop or seek to develop new avenues for business or new contracts, or where the nature of the business changes, you should inform your line manager of this in order that due diligence and a risk assessment of the circumstances can be undertaken.

Where a business relationship with an external party is sought or newly established, or the nature of the relationship is changed, appropriate due diligence must be exercised to ensure that there are no circumstances giving rise to a concern. That external party must also be made aware of this anti-bribery policy.

## **Facilitation payments**

Facilitation payments are small bribes that are paid to speed up or facilitate government action. Although they are commonplace in some foreign countries, they are regarded as bribes and are illegal under the Bribery Act 2010.

The organisation expressly prohibits facilitation payments of any sort.

Any member of staff placed under pressure to make a facilitation payment should refer the matter to the anti-bribery officer immediately.

## **Donations**

The organisation expressly prohibits the giving of donations to political parties.

Any charitable donation must be consistent with the organisations policy on charitable giving and with the knowledge and consent of the anti-bribery officer.

The organisation expressly prohibits the making of charitable donations where the purpose of the donation is to secure an advantage. All charitable donations must be made without expectation of reward.

## **Reporting concerns**

All members of staff have a responsibility to prevent, detect and report all instances of bribery. Staff should therefore be alert to the possibility of bribery.

Anyone who has concerns regarding acts or potential acts of bribery should speak to their line manager in the first instance. If for any reason a person is not able to speak to his or her line manager, he or she should contact the anti-bribery officer.

All reports will be treated with the utmost confidentiality. However, concerns can be reported anonymously to the anti-bribery officer.

Further information about reporting concerns is available in the organization's whistleblowing policy.

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## Training and communication

All staff will receive training on the anti-bribery policy to ensure that they understand both the policy and the procedures that they need to follow in order to comply with it.

A copy of the policy will be published on the organization's website and included in the staff handbook.

All staff are expected to familiarize themselves with the anti-bribery policy and to sign a copy of the policy to confirm that they have read and understood it.

Changes to the policy and procedures will be communicated to staff in an appropriate manner.

## Responsible officer

Ross Barnes is responsible for monitoring the anti-bribery policy and all questions and concerns should be referred to him.

## Sanctions

The organisation treats breaches of the anti-bribery policy with maximum seriousness and will investigate any potential breach in accordance with the disciplinary policy. The ultimate sanction for a breach of the policy will be summary dismissal for gross misconduct.

Signed:

A handwritten signature in black ink, appearing to read "Ross Barnes", written over a horizontal line.

Date:

6th January 2020

Policy review date:

5th January 2021

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