



Last reviewed July 2019

Purpose

Integrity Action was founded on the conviction that integrity is central to improvements in sustainable and equitable development worldwide.

The Board of Trustees and senior management are committed to implementing a policy of zero-tolerance against bribery in any form, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

Application

This policy and related procedures apply to all staff, contractors, consultants, trustees and partners.

The Law

The UK Bribery Act 2010 came into force on 1 July 2011. It is aimed at boosting UK anti-corruption law and creates four offences:

- **Bribing another person** – offering, promising or giving a reward to induce a person to perform a relevant function or activity improperly.
- **Being bribed** – the accepting of, agreeing to accept or requesting of a reward in return for performing a relevant function or activity improperly.
- **Bribing a foreign public official** – trying to influence a foreign public official with the intention of obtaining or retaining business in a situation where the public official was not permitted or required by law to be influenced.
- **Failure to prevent bribery** – the ‘corporate offence’ where an organisation fails to stop people who are operating on its behalf from being involved in bribery.

Implications for employees

The UK Government has made it clear that bona fide hospitality, promotion or expenditure seeking to improve a company’s image/products or establish cordial relations, is a legitimate and important part of doing business. This behaviour is not intended to be criminalised.

Ownership

The UK Bribery Act 2010 makes it a criminal offence for any British citizen (or “person with a close connection” to the UK, such as an employee or consultant working for Integrity Action, a UK based NGO) to give or receive a bribe anywhere in the world. This means that primary responsibility for compliance lies with the individual.

All staff are responsible for communicating Integrity Action’s policy with partners, suppliers and other third partners before entering into a contractual arrangement. Before entering into a contract, staff need to assess the risk involved and conduct appropriate due diligence. Appropriate wording is included within our draft contracts.

Responsibility for the introduction (including training), consistent application and on-going implementation of Integrity Action’s anti-bribery policy and related procedures lies with the CEO.

Definitions

A bribe is “the offering of, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organisation’s activities”.



Last reviewed July 2019

A facilitation payment is “an unofficial amount paid to secure or expedite a business transaction of which the payer of the facilitation payment has legal or other entitlement” e.g. an unofficial payment to secure Integrity Action registration in a country.

Gifts or Hospitality are “items ranging from small gifts worth less than 50 GBP to luxury items such as travel tickets, holidays etc.”

Extortion is the “unlawful use of one’s position or office to obtain money, gifts or favours, potentially of a sexual nature, through coercion or threats”.

Solicitation is the “act of a person asking, ordering or enticing others to commit an unlawful act, i.e. bribery or another crime”.

Corruption is “the abuse of entrusted power for private gain”.

Examples of Bribery

Examples of bribery include (but are not limited to):

- You offer a gift to a local university official in return for a partnership arrangement.
- You offer a gift to a donor in return for a grant.
- A government official asks you for payment in order to secure your NGO registration.
- A potential partner offers you some money or a gift in order to influence a tender process.
- A job applicant offers to pay to increase their chance of being offered employment.
- You pay an army official to fast track access at a border crossing.

All these examples are forbidden under this policy.

Guiding principles

- The payment or receiving of bribes in any form or any size is forbidden (this includes facilitation payments, gifts and hospitality when used to induce or reward a person to perform improperly a relevant function or activity).
- All cases of extortion, solicitation and corruption are forbidden.
- Giving or receiving of gifts over 50 GBP is forbidden.
- In all cases, you should reject demands for or offers of bribes and you should make it clear that to receive or pay a bribe is a criminal offense punishable under law.
- You should report any cases where you were asked for or offered a bribe to the CEO as soon as possible and within 5 days of occurrence at most.
- In the rare or exceptional circumstance where you have no other option than to pay a bribe to protect against loss of life, limb or liberty you must report the incident to the CEO as soon as possible, and within 5 days at most.
- Integrity Action’s policy on Anti-Bribery must be communicated to all partners, contractors, and suppliers.



Last reviewed July 2019

Procedures

- Any instance of potential or actual bribery must be promptly disclosed to the CEO (within 5 days).
- The CEO will record details of any bribery either requested or attempted.
- The CEO will investigate all potential or actual bribery cases to confirm:
 - Whether or not a bribe has taken place, and to identify who was responsible.
 - Whether internal controls and anti-bribery procedures have worked in practice.
 - Identify any improvements required to anti-bribery procedures.
- After completing the investigation, the CEO will determine the appropriate subsequent action. Depending on the findings of the investigation, this may include:
 - Disciplinary procedures for non-compliance with Integrity Action policy;
 - Disclosure to the board;
 - External reporting.
- The CEO will make the relevant declarations to local, national and international authorities. This may include the police or other law enforcement agencies, the serious fraud office and the UK Charity Commission.

Support tools

- More information can be found on the following websites:
 - The UK Charity Commission - <http://www.charity-commission.gov.uk>
 - www.gov.uk/anti-bribery-policy
 - Business Principles for Countering Bribery, Transparency International - http://www.transparency.org/global_priorities/private_sector/business_principles