



Anti-bribery & Corruption Policy

Email: info@ukawards.org.uk

Website: www.ukawards.org.uk

DOCUMENT CONTROL		
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Linked Ofqual General Conditions and other regulatory requirements:	Bribery Act 2010 Ofqual General Conditions and other associated regulatory requirements.	
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Approved by: Executive Leadership
Date approved: 30/11/2024

Version number:	Date:	Changes:
V0.1	12-2024	Final review and approval by Executive Team

1. Policy Statement

- 1.11 UK Awards is committed to conducting its business with integrity, transparency, and accountability. Bribery and corruption in any form will not be tolerated.
- 1.12 1.2 We comply with all relevant UK legislation, including the Bribery Act 2010, and expect all employees, contractors, suppliers, and stakeholders to uphold these standards.

2. Purpose

2.11 The purpose of this policy is to:

- Define what constitutes bribery and corruption.
- Outline expectations for employees and associated persons.
- Establish procedures for reporting and addressing concerns.

3. Scope

3.11 The policy applies to:

- All employees, officers and directors of UK Awards.
- Contractors, consultants, suppliers, business partners, and third parties acting on behalf of UK Awards.
- Any individual or entity associated with UK Awards, regardless of location.

4. Definitions

- 4.11 **Bribery:** Offering, giving, receiving, or soliciting something of value as an inducement or reward for an improper action.
- 4.12 **Corruption:** Abuse of power or position for personal gain.
- 4.13 **Facilitation payments:** Small, unofficial payments to expedite routine government actions, which are illegal under UK law.

5. Prohibited Activities

5.11 The following activities are strictly prohibited:

- Offering or accepting bribes in any form.
- Making facilitation payments.

- Offering or accepting gifts or hospitality intended to influence decision-making.
- Engaging in fraudulent activities.

6. Gifts and Hospitality

6.11 Modest gifts and hospitality may be given or received if they are:

- Reasonable and proportionate.
- Not intended to influence business decisions.
- Declared and recorded in the **Gifts and Hospitality Register**.

6.12 Cash gifts or lavish hospitality are strictly prohibited.

7. Charitable Donations and Sponsorships

7.11 UK Awards may support charities, but all donations must be:

- Transparent and properly recorded.
- Not used to gain undue influence.
- Approved by senior management.

8. Responsibilities

8.11 All employees and associated persons must:

- Familiarise themselves with this policy and comply with its terms.
- Report any suspected bribery or corruption.
- Seek guidance from Senior Leadership if uncertain about any transaction.

9. Reporting and Whistleblowing

9.11 Suspected bribery or corruption must be reported immediately to Senior Leadership.

9.12 Reports will be treated confidentially, and individuals raising concerns in good faith will be protected from retaliation.

9.13 Reports can be made via:

- Email: compliance@ukawards.org.uk
- Post: UK Awards, [INSERT ADDRESS]

10. Investigation and Consequences

- 10.11 All reports will be investigated promptly, fairly, and impartially.
- 10.12 Employees found guilty of bribery or corruption may face disciplinary action, including dismissal.
- 10.13 UK Awards reserves the right to refer serious matters to law enforcement authorities.

11. Training and Awareness

- 11.11 Anti-bribery and corruption training will be provided to employees and key stakeholders.
- 11.12 Regular updates and refresher courses will be conducted to reinforce compliance.

12. Monitoring and Review

- 12.11 This policy will be reviewed annually to ensure effectiveness and compliance with legal requirements.
- 12.12 Any necessary updates will be communicated to all stakeholders.

13. Contact Information

For further inquiries regarding access arrangements and reasonable adjustments, please contact:

Email: info@ukawards.org.uk