



Gangmasters
Licensing Authority

Annex A

Anti-bribery Policy and Procedures for Board Members

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20.11.13	2.0	J Clarke	Rebranding. Amendment to acceptance form	
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12/3/2015	4.0	N Ray	Paragraph 6.3 amended to include the guidance in the body of the policy Paragraph 8.2 changed to reflect the change of sponsor	

Anti-bribery Policy & Procedure for Board members

1. Introduction

- 1.1 The GLA is committed to the highest standards of ethical conduct and integrity in its business activities. This policy for GLA Board members outlines the GLA's position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010. The GLA will not tolerate any form of bribery by, or of its Board members, employees, agents or consultants or any person or body acting on its behalf.

2. Scope of this Policy

- 2.1 This policy applies to all Board Members. A separate policy applies to employees and officers of the GLA and to its temporary workers, consultants, contractors, agents and subsidiaries acting for, or on behalf of, the GLA ("associated persons") within the UK and overseas. Every Board member, employed and associated person acting for, or on behalf of, the GLA is responsible for maintaining the highest standards of business conduct. Any breach of this policy may constitute a serious matter (including a criminal matter) for the individual concerned and may cause serious damage to the reputation and standing of the GLA.
- 2.2 This policy should be read in conjunction with the *Code of Conduct for Board Members of Public Bodies* published by the Cabinet Office.
- 2.3 The GLA may also face criminal liability for unlawful actions taken by its Board members, employees or associated persons under the Bribery Act. All such persons are required to familiarise themselves and comply with the relevant policy, including any future updates that may be issued from time to time by the GLA.
- 2.4 The Bribery Act 2010 comes into force from 1 July 2011. This policy covers:
- The main areas of liability under the Bribery Act 2010
 - The responsibilities of employees and associated persons acting for, or on behalf of the GLA; and
 - The consequences of any breaches of this policy

3. The Bribery Act 2010

- 3.1 Under the Bribery Act 2010, a bribe is a financial or other type of advantage that is offered or requested with the:
- Intention of inducing or rewarding improper performance of a function or activity; and
 - Knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity.
- 3.2 A relevant function or activity includes public, state or business activities or any activity performed in the course of a person's employment, or on behalf of, another company or individual, where the person performing that activity is expected to perform it in good faith, impartially or in accordance with a position of trust.

3.3 A criminal offence will be committed under the Bribery Act 2010 if:

- An employee or associated person acting for, or on behalf of, the GLA offers, promises, gives, requests, receives or agrees to receive bribes; or
- An employee or associated person acting for, or on behalf of, the GLA offers, promises or gives a bribe to a foreign official with the intention of influencing that official in the performance of his/her duties (where local law does not permit or require such influence); and
- The GLA does not have the defence that it has adequate procedures in place to prevent bribery by its employees or associated persons.

3.4 All Board members, employees and associated persons are required to comply with the relevant Anti-Bribery policy, in accordance with the Bribery Act 2010.

4. What is Prohibited?

4.1 The GLA prohibits Board members, employees or associated persons from offering, promising, giving, soliciting or accepting any bribe. The bribe might be cash, a gift or other inducement to, or from, any person or company, regardless of whether the employee or associated person is situated in the UK or overseas. The bribe might be made to ensure that a person or company improperly performs duties or functions (for example, by not acting impartially or in good faith or in accordance with their position of trust) to gain any commercial, contractual or regulatory advantage for the GLA in either obtaining or maintaining GLA business or to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

4.2 This prohibition also applies to indirect contributions, payments or gifts made in any manner as an inducement or reward for improper performance, for example, through consultants, contractors, sub-contractors, agents, sub-agents, sponsors or sub-sponsors, joint-venture partners, advisors, customers, suppliers or other third parties.

5. Register of Interests

5.1 Board members are required to ensure they complete the register of interests annually each January, to cover the previous calendar year in order to coincide with the publication of the Annual Report and Accounts.

6. Corporate entertainment, gifts, hospitality and promotional expenditure

6.1 Board members, when acting in their capacity as a Board member, must not offer or accept any corporate entertainment, gifts or hospitality.

6.2 Where a Board member, acting in any capacity, has within the previous 12 months, been in receipt of hospitality from a party whose business would be materially affected by a Board decision, they should either advise the Chair in writing in advance of the meeting or make a declaration of interest at the meeting where the matter is being discussed, and, if requested by the Chair, withdraw from the decision making process.

- 6.3 Clearly, Board members need to be seen to be acting with propriety in all that they do and not compromising the GLA's role as a regulator. There may be occasions where it would be difficult to refuse basic hospitality and Board members are encouraged to use a common-sense approach.
- 6.4 However the overriding principle should be to refuse any hospitality, (other than that demonstrably appropriate to the proper conduct of GLA business) or gifts or other inducements that may be offered. A gift or benefit can be of any value and even trivial offers should, in general, be refused.
- 6.5 If you do receive a gift or hospitality as a GLA Board member, this must **always** be recorded in the Hospitality Register which is held by the PA to the GLA Chief Executive.

7. Risk Management

- 7.1 The GLA has established detailed risk management procedures to prevent, detect and prohibit bribery. The GLA will conduct risk assessments for each of its key business activities on a regular basis.

8. Reporting Suspected Bribery

- 8.1 The GLA depends on its Board members, employees and associated persons to ensure that the highest standards of ethical conduct are maintained in all its business dealings. Board members, employees and associated persons are requested to assist the GLA and to remain vigilant in preventing, detecting and reporting bribery.
- 8.2 Where a Board member has concerns in relation to bribery, they should raise the matter with the Chair, or, if they believe that is not appropriate, with the Home Office sponsorship team. .

9. Action by the GLA

- 9.1 The GLA will fully investigate any instances of alleged or suspected bribery.
- 9.2 The GLA may also report any matter to the relevant authorities, including the Director of Public Prosecutions, Serious Fraud Office, Revenue and Customs Prosecution Office and the police. The GLA will provide all necessary assistance to the relevant authorities in any subsequent prosecution.

10. Review of Procedures and Training

- 10.1 The GLA will regularly communicate its anti-bribery measures to Board members, employees and associated persons. Board members, employees and associates will be required to state on an annual basis that they have seen the policy and understand its consequences. The GLA will set up training sessions where applicable.

- 10.2 The GLA will monitor and review the implementation of this policy and related procedures on a regular basis, including review of internal financial systems, expenses, corporate hospitality, gifts and entertainment policies.
- 10.3 Board members are encouraged to contact the Chair with any suggestions, comments or feedback that they may have on how these procedures may be improved.
- 10.4 The GLA reserves the right to amend and update this policy as required.

I acknowledge receipt of and confirm that I will adhere to the GLA Anti-Bribery Policy and procedure for Board Members:

Signature.....

Dated.....

Printed name.....