



PARISH COUNCIL

ANTI BRIBERY POLICY

A) INTRODUCTION

Bribery is a criminal offence. Yalding Parish Council prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of Yalding Parish Council.

B) POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Yalding Parish Council in order to gain commercial, contractual or regulatory advantage for Yalding Parish Council, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

C) SUSPICION

If we suspect that an employee has committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken which may result in dismissal, or the cessation of our business arrangement.

D) REPORTING

If an employee or person working on our behalf, suspects that an act of bribery or attempted bribery has taken place, even if not personally involved, they are expected to report this to Chair of the Parish Council. They may be asked to give a written account of events.

Staff are reminded of Yalding Parish Council's Whistleblowing Policy.

E) GIFTS AND HOSPITALITY

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from the Chairman.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from the Chairman.

F) RECORD KEEPING

A record will be made by the Chair of the Staffing Committee of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and Yalding Parish Council reserves the right to amend this policy without prior notice.