



# Newhaven Town Council

## ANTI-CORRUPTION AND BRIBERY POLICY

### 1. Policy statement

- 1.1 It is Newhaven Town Council's policy to work in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships, wherever we operate, and implementing and enforcing effective systems to counter bribery.
- 1.2 We will uphold all laws relevant to countering bribery and corruption including the Bribery Act 2010.
- 1.3 This policy sets out your responsibilities and provides you with information and guidance to help you recognise and deal with bribery and corruption issues.
- 1.4 Bribery and corruption are punishable for individuals by up to ten years' imprisonment and, if Newhaven Town Council is found to have taken part in corruption, it could face an unlimited fine and face damage to its reputation.
- 1.5 In this policy, third party means any individual or organisation you come into contact with during the course of your work with us.
- 1.6 This policy applies to your professional working relationship with third parties

### 2. Who is covered by the policy

The policy applies to all individuals working for the town council as councilors, staff or volunteers

### 3. What is bribery?

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. Here are some examples:

#### Offering a bribe

You offer a supplier a free grave at Newhaven Cemetery, but only if they offer us a reduced price for their services.

This would be an offence, as you are making the offer to gain a contractual advantage. The Town Council may also be found to have committed an offence because the offer has been made to obtain reduced prices for us. It may also be an offence for the potential client to accept your offer.

## **Receiving a bribe**

A supplier gives your nephew a job, but makes it clear in return they expect you to use your influence within Newhaven Town Council to ensure we continue to use their services.

It is an offence for the supplier to make such an offer. It would be an offence for you to accept the offer as you would be doing so to gain a personal advantage.

## **4. Gifts and hospitality**

4.1 This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

4.2 You may only accept a gift from a third party if the following requirements are met:

- a) it is not given to you with the intention of influencing the town council to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- b) it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- c) it is appropriate in the circumstances, e.g. in the UK, it is customary for small gifts to be given at Christmas time;
- d) taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time; and
- e) it is given openly, not secretly.

4.3 The town council occasionally gives gifts to third parties – for example to the Mayor of Dieppe on the occasion of the Commemoration of the Dieppe Raid. These gifts are subject to the town council's normal financial regulations and are normally paid for out of the Mayoral allowance; they are also normally presented by the Mayor.

## **5. Donations**

The town council is not permitted to make donations to any individual or organisation. It can agree grants to organisations under certain circumstances under the normal operation of its committees.

The Town Mayor may choose to raise money for a particular charity or charities during his or her period as Mayor. The town council has a special bank account for the Mayor's charitable work and income received from fund raising activities by the Mayor and expenditure in the form of donations to charities should be passed through this account to ensure transparency.

## **6. Your responsibilities**

8.1 You must ensure that you read, understand and comply with this policy.

- 8.2 If you believe that someone else working for the town council is involved in bribery or corruption you must tell the Clerk or the Town Mayor as soon as possible. If you are offered a bribe you must tell the Clerk or the Town Mayor as soon as possible.
- 8.3 If something happens which makes you feel uneasy, or you are not sure whether it might constitute bribery or corruption – for instance if you are offered an unusually generous gift or are offered lavish hospitality by a third party, you must seek advice from the Clerk or the Town Mayor.
- 8.3 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for Gross Misconduct.