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ANTI BRIBERY POLICY AND PROCEDURES

Policy Statement

Bribery is a criminal offence. BIPS does not, and will not, pay bribes or offer improper inducements to anyone for any purpose nor does it or will it accept bribes or improper inducements.

To use a third party as a conduit to channel bribes to others is a criminal offence. BIPS does not, and will not, engage indirectly in or otherwise encourage bribery.

BIPS is committed to the prevention, deterrence and detection of bribery. We have zero tolerance towards bribery. We aim to maintain anti-bribery compliance as business as usual rather than as a one-off exercise.

Gifts and hospitality Policy

This policy is not meant to change the requirements of our gifts and hospitality policy. This makes it clear that:

- gifts and hospitality should be declined or returned as a rule
- nominal gifts and hospitality up to a financial value of £30 are acceptable
- reasonable, proportionate gifts and hospitality made in good faith and that are not lavish are acceptable subject to the approval procedure noted in point 4 below
- all gifts and hospitality must be approved by the President, or Hon Secretary or Hon Treasurer, and must be recorded in a register of Gifts.

Objective of this policy

This policy provides a framework to enable persons associated with BIPS (which includes members of Council, including co-opted members and honorary vice-presidents, award-holders, staff both paid and unpaid, students, freelance workers, guest lecturers, library and hostel users) to understand and implement arrangements enabling compliance. In conjunction with related policies referred to below, it will enable persons associated with BIPS to identify and report a potential breach.

We require all persons associated with BIPS to:

- act honestly and with integrity at all times and to safeguard the BIPS's resources for which they are responsible



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- comply with the spirit, as well as the letter, of the laws and regulations in respect of the lawful and responsible conduct of activities.

Scope of this policy

This policy applies to all of BIPS's activities. Within BIPS, the responsibility to control the risk of bribery occurring rests at all levels. This policy covers all persons associated with BIPS, which includes members of Council, including co-opted members and honorary vice-presidents, award-holders, staff both paid and unpaid, students, freelance workers, guest lecturers, library and hostel users.

BIPS's commitment to action

BIPS commits to:

- Setting out a clear anti-bribery policy and keeping it up to date
- Making all persons associated with BIPS aware of their responsibilities to adhere strictly to this policy at all times
- Enabling all persons associated with BIPS to recognise and avoid the use of bribery by themselves and others
- Encouraging persons associated with BIPS to be vigilant and to report any suspicions of bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately
- Rigorously investigating instances of alleged bribery and assisting police and other appropriate authorities in any resultant prosecution
- Taking firm and vigorous action against any individual(s) involved in bribery
- Providing information to all persons associated with BIPS on how to report breaches and suspected breaches of this policy
- Including appropriate clauses in contracts to prevent bribery.

What is Bribery?

Bribery is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage.

What can amount to bribery?



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There are **four criminal offences** created by **the Bribery Act 2010**:

- bribery of another person (section 1) to induce or reward them to perform a function improperly
- requesting or accepting a bribe (section 2) as a reward for performing a function improperly
- bribing a foreign official (section 6) to gain a business advantage
- failing to prevent bribery (section 7).

Penalties

An individual guilty of an offence under sections 1, 2 or 6 is liable:

- On conviction in a magistrate's court, to imprisonment for a maximum term of 12 months or to a fine not exceeding £5,000, or to both
- On conviction in a Crown court, to imprisonment for a maximum term of ten years, or to an unlimited fine, or both

Organisations are liable for these fines and if guilty of an offence under section 7 are liable to an unlimited fine.

Why does this apply to BIPS?

The Act applies to any 'commercial organisation'. That is any body formed in the United Kingdom and it does not matter if it pursues charitable or educational aims or purely public functions. It will be caught if it engages in commercial activities, irrespective of the purpose. BIPS is a commercial organisation in all of its financial and contractual dealings including those activities or services undertaken on its behalf.

What are 'adequate procedures'?

Adequate procedures need to be applied proportionately, based on the level of risk guided by the six principles in the Government's Guidance. These principles are not prescriptive. They are intended to be flexible and outcome focussed.

They are:

Proportionate procedures

Procedures to prevent bribery should be proportionate to the bribery risks faced and to the nature, scale and complexity of activities. They are also clear, practical, accessible, effectively implemented and enforced.



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This policy explains the procedures.

Top level commitment

The top-level management should be committed to preventing bribery by persons associated with it. They foster a culture within the organisation in which bribery is never acceptable.

Risk Assessment

BIPS assesses the nature and extent of its exposure to potential external and internal risks of bribery routinely and as an integral part of its usual procedures. The assessment is periodic, informed and documented. It includes financial risks but also other risks such as reputational damage.

Due diligence

BIPS applies due diligence taking a proportionate and risk-based approach in respect of persons who perform or will perform services for or on behalf of the Academy, in order to mitigate identified bribery risks.

Communication (including training)

BIPS seeks to ensure that its bribery prevention policies and procedures are embedded and understood through communication, including training that is proportionate to the risks it faces.

Monitoring and review

BIPS monitors and reviews procedures designed to prevent bribery by persons associated with it and makes improvements where necessary.

BIPS is committed to the implementation of these principles.

Bribery is not tolerated - BIPS's direction to staff and suppliers:

It is unacceptable to:

- give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given
- give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to 'facilitate' or expedite a routine procedure

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- accept payment from a third party that you know, or suspect is offered with the expectation that it will obtain a business advantage for them
- accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return
- retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy
- engage in activity in breach of this policy.

Facilitation payments

Facilitation payments are not tolerated and are illegal. Facilitation payments are unofficial payments made to public officials to secure or expedite actions.

Responsibilities to avoid or prevent breaches of the policy

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those persons associated with BIPS. All persons associated with BIPS are required to avoid activity that breaches this policy.

You must:

- ensure that you read, understand and comply with this policy
- raise concerns as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future.

As well as the possibility of civil and criminal prosecution, staff that breach this policy will face disciplinary action, which could result in dismissal for gross misconduct.

Raising a concern

This organisation is committed to ensuring that all of us have a safe, reliable, and confidential way of reporting any suspicious activity. We want each and every member of staff to know how they can raise concerns.

We all have a responsibility to help detect, prevent and report instances of bribery. If you have a concern

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regarding a suspected instance of bribery or corruption, please speak up – your information and assistance will help. The sooner you act, the sooner it can be resolved.

There are multiple channels to help you raise concerns. Please refer to the *Whistleblowing Policy*:

Staff who refuse to accept or offer a bribe, or those who raise concerns or report wrongdoing can understandably be worried about the repercussions. We aim to encourage openness and will support anyone who raises a genuine concern in good faith under this policy, even if they turn out to be mistaken.

We are committed to ensuring nobody suffers detrimental treatment through refusing to take part in bribery or corruption, or because of reporting a concern in good faith.

If you have any questions about these procedures, please contact the Executive Officer.