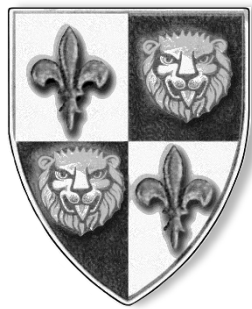


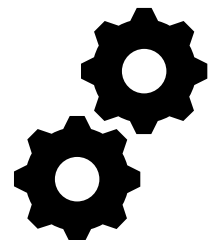
# SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the  
Shaftesbury Community*



## ANTI-BRIBERY POLICY

**Date of Adoption:**  
**Review Date:**



Internal Operations Policies



## **1. Introduction**

- 1.1. Bribery is a criminal offence. The council prohibits any form of bribery. We require compliance, from everyone connected with the town council, 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 Shaftesbury Town Council employees or by third parties acting for or on behalf of Shaftesbury Town Council.

## **2. Policy**

- 2.1. 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 council in order to gain commercial, contractual or regulatory advantage for the council, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

## **3. Suspicion**

- 3.1. If we suspect that you have 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 against you which may result in your dismissal.

## **4. Reporting**

- 4.1. If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to your Line Manager.
- 4.2. You may be asked to give a written account of events.
- 4.3. Staff are reminded of the council's Whistleblowing Policy which is available as part of the Council Constitution.

## **5. Gifts and Hospitality**

- 5.1. 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 sector. This does not constitute bribery where it is proportionate and recorded properly.
- 5.2. 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 your Line Manager.
- 5.3. 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 your Line Manager.

## **6. Record Keeping**

- 6.1. A record will be made by your Line Manager 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 the council reserves the right to amend this policy without prior notice.