

# Anti-Bribery Policy

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This policy shall be reviewed and updated as required every three years		
<b>Version No.</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
V001	Mar '17	N/A – Document Creation
V002	Apr '17	Minor amendments following EMT feedback
V003	Apr'17	Governance Subcommittee Review
V00	May 17	Approved by Board

If you have any questions or require clarification on any items within this policy please contact your Director or your Human Resource Manager.

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## 1. Introduction

This anti-bribery policy details Special Olympics Ireland (SOI)'s policy to prevent acts of bribery and sets out the standards of behaviour to which all Board Members, employees of SOI or Regional Committee Members must adhere to. The organisation prohibits the offering, giving, proposing or the acceptance of any bribe or corrupt incentive, whether in cash or in any other form:

- To or from any person or company including a public official, public body, private person or company;
- By any individual or other person or body acting on SOI's behalf;
- In order to gain any commercial, contractual, or regulatory advantage for the organisation in any way which is unethical;
- To gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

## 2. Statement of Intent

SOI takes any relevant wrongdoing by Board Members, employees of SOI or Regional Committee Members seriously and would encourage anyone with knowledge of wrongdoing not to remain silent.

The policy aims to provide guidance to:

- Help Board Members, employees of SOI or Regional Committee Members identify prohibited actions
- Provide information on how to disclose such actions.

## 3. Definition of Bribery

Bribery is a specific offence which concerns the practice of offering and/or receiving something, usually money, to gain an illicit advantage ([www.anticorruption.ie](http://www.anticorruption.ie)). A recipient does not need to benefit personally from a bribe – it may be the intended receiver is a third party or a company.

## 4. Scope

The policy applies to the Board of Directors, employees (including those on permanent or fixed term contracts and work placement) and Regional Committee Members.

## 5. Unacceptable actions

Below are some of the areas within which unacceptable actions can occur and can be deemed as bribery:

- Excessive gifts such as entertainment and hospitality when used to apply improper influence on decision makers.
- Third parties should only be engaged where there is a clear business rationale for doing so, with an appropriate contract. Appropriate due diligence should be undertaken. Any payments to third parties should be properly authorised and recorded.
- Reciprocal agreements or any other form of 'quid pro quo' are never acceptable unless they are legitimate business arrangements which are properly documented and approved by your Director / Finance Director.
- Kickbacks arise when suppliers or service providers pay part of their fees to the individuals who give them the contract or some other business advantage.
- Record keeping can be exploited to conceal bribes or corrupt practices. No records should be destroyed or concealed; all records must be accurate and transparent and kept in line with document retention guidelines.
- Facilitation payment is an unofficial payment made in return for services which the payer is legally entitled to receive without any payment; and are generally used to secure or hurry up an action.

## 6. Reporting & Investigating Bribery

Concerns about bribery or any other suspicious acts should be raised as soon as possible with the:

- Director of the region or department of Special Olympics Ireland in the first instance

	<b>Reporting Mechanism</b>
Club	If you suspect any dealings of bribery have been offered or accepted; or if you are in any doubt about an action please consult with your Regional Committee.
Regional Committee	If a Regional Committee has concerns regarding acts of bribery, they should immediately seek advice or report these actions to the Regional Director for their area.

	<b>Reporting Mechanism</b>
Staff Member	All employees should consult their line manager if they suspect that an employee is engaged in bribery, corruption, fraud or any other unacceptable or unethical conduct.  Employees should also seek advice from their Director in cases of uncertainty about bribery actions.
Regional Director	All actions or concerns surrounding bribery should be referred to the Senior Operations Director.  If in any doubt about the application of this policy refer to the Senior Operations Director.
Department Director	All actions or concerns surrounding bribery should be referred to the Senior Operations Director / CEO.  If in any doubt about the application of this policy refer to the Senior Operations Director.
CEO	The CEO will report on any concerns regarding bribery to the Board of Directors.
Board Member	Any Board Member with concerns regarding bribery shall report their concerns to the Chairman of the Board of Directors.

If an individual does not feel comfortable raising a matter with their Director – due to the nature of the concern, its seriousness, or for some other reason – they can raise it immediately with:

- another Director
- Finance Director
- Chief Executive Officer
- Board Member

All SOI employees, Regional Committee Members and Board Members are protected from victimisation, harassment or disciplinary action as a result of any disclosure, where the disclosure is made in good faith and is not made maliciously or for personal gain – please refer to our Protected Disclosure Policy.

## **7. Non-compliance**

Failure to comply with this policy and anti-bribery / corruption legislation can result in:

1) Organisational consequences

- Ineligibility to receive grants / public funding.
- Loss of sponsorship / donations.
- Serious reputational damage.
- The unenforceability of contracts entered into as a result of acts of bribery.
- Criminal or civil liabilities for the company including unlimited fines and imprisonment.

Any breach of this policy by third parties, agents, contractors and others will be treated as a serious matter and dealt with in accordance with the relevant contract and in accordance with statutory obligations.

2) Board Members, employees of SOI or Regional Committee Members' consequences

- Disciplinary action initiated by the company, up to and including dismissal.
- Personal reputational damage.
- Personal criminal liability followed by fines or imprisonment.

Any breach of this policy will be treated in accordance with statutory obligations and in accordance with SOI's Disciplinary Policy.

## **8. Document Retention**

Records will be retained or destroyed in line with the company's document management procedures.