



'Sustainable Rural Communities'

'Providing Homes for Rural People in Need'

Anti-Bribery and Corruption Policy

1. Introduction

2. LRHA (Lincolnshire Rural Housing Association Limited) is committed to the highest standards of ethical conduct and integrity in its business activities. This Policy seeks to prevent and prohibit bribery, in accordance with the Bribery Act 2010. LRHA will not tolerate any form of bribery by, or of, its employees, Board and/or Committee members, its temporary workers, contractors, agents, consultants or any person or body acting for or on LRHA's behalf (known as "associated persons"). LRHA is committed to implementing effective measures to prevent, monitor and eliminate bribery.

3. Scope of this Policy

4. This Policy applies to all employees and Board and/or Committee members of LRHA and associated persons. Every employee, Board and/or Committee member, or associated person acting for, or on behalf of, LRHA is responsible for maintaining the highest standards of business conduct. Any breach of this Policy is likely to constitute a serious disciplinary, contractual and criminal matter for the individual concerned and may cause serious damage to the reputation and standing of LRHA. In terms of major suppliers, business partners and contractors who are likely to fall within the scope of this Policy, residents who attempt to bribe employees or agents of LRHA should be reported to the Chief Executive immediately. LRHA is committed to making everyone aware that bribery and corruption will be taken very seriously and that it will not be tolerated.
5. LRHA may also face criminal liability for unlawful actions taken by its employees or associated persons under the Bribery Act 2010. **All employees, Board and/or Committee members, and associated persons are required to familiarise themselves and comply with this Policy, including any future updates that may be issued from time to time by LRHA.**
6. The Bribery Act 2010 came into force from 1 July 2011. This Policy covers the:
 - (a) Main areas of liability under the Bribery Act 2010;
 - (b) Responsibilities of employees and associated persons acting for, or on behalf of, LRHA; and
 - (c) Consequences of any breaches of this Policy.

7. Bribery Act 2010

- 8 LRHA is committed to complying with the Bribery Act 2010 in its business activities.
- 9 Under the Bribery Act 2010, a bribe is a financial or other type of advantage that is offered or requested with the:

- (a) Intention of inducing or rewarding improper performance of a function or activity; or
 - (b) Knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity.
- 10 A relevant function or activity includes public, state or business activities or any activity performed in the course of a person's employment, or on behalf of another company or individual, where the person performing that activity is expected to perform it in good faith, impartially, or in accordance with a position of trust.
- 11 A criminal offence will be committed under the Bribery Act 2010 if:
- (a) An employee, Board and/or Committee member or associated person acting for, or on behalf of, LRHA offers, promises, gives, requests, receives or agrees to receive bribes; or
 - (b) An employee, Board and/or Committee member or associated person acting for, or on behalf of, LRHA offers, promises or gives a bribe to a public official with the intention of influencing that official in the performance of his/her duties.
- 12 There is a maximum sentence of 10 years imprisonment for bribery committed by an individual and an unlimited fine for an offence committed by a corporate body.
- 13 LRHA will only have the defence that it has adequate procedures in place to prevent bribery by its employees, Board and/or Committee members or associated persons.
- 14 Consequently:
- (a) All employees, Board and Committee members or associated persons are required to comply with this Policy, in accordance with the Bribery Act 2010. All employees, Board and Committee members or associated persons are required to avoid any activity that may lead to or suggest a breach of this Policy.
 - (b) Contractors and suppliers are made aware that LRHA has an Anti-Bribery Policy in force through the procurement process. **This Policy shall be made available on the LRHA website.**

15 Prohibited Matters

- 16 LRHA prohibits employees, Board and/or Committee members, and associated persons from offering, promising, giving, soliciting or accepting any bribe. The bribe might be cash, a gift or other inducement to, or from, any person or

company, whether a public or government official, official of a state-controlled industry, political party or a private person or company, regardless of whether the employee, Board and/or Committee member or associated person is situated in the UK or overseas.

- 17 The bribe might be made to ensure that a person or company improperly performs duties or functions (for example, by not acting impartially or in good faith or in accordance with their position of trust) to gain any commercial, contractual or regulatory advantage for LRHA in either obtaining or maintaining LRHA's business, or to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.
- 18 This prohibition also applies to indirect contributions, payments or gifts made in any manner as an inducement or reward for improper performance, for example through consultants, contractors or sub-contractors, agents or sub-agents, sponsors or sub-sponsors, joint-venture partners, advisors, customers, suppliers or other third parties.
- 19 The following list contains some examples of acts which should raise concern and which should be reported to your line Manager or other person (as appropriate) in line with the Whistleblowing Procedures.
- 20 These examples are intended to provide an idea of the sort of behaviour which is unacceptable – it is not intended as an exhaustive list:
 - (a) You are offered a payment in cash if a contract is awarded to the contractor/supplier;
 - (b) You are offered cash or an incentive from a resident to obtain access to housing or services;
 - (c) You are offered an unusually generous gift or lavish hospitality;
 - (d) A supplier asks you to provide an invoice or receipt where no money is payable or has been paid;
 - (e) A contractor offers to pay you cash to provide employment for a friend or relative;
 - (f) You notice that LRHA has been invoiced for a payment which seems large given the service/goods which have been provided; and
 - (g) You are offered discounted fees for supply of goods to you as a private person

21 Records

- 22 Employees, and where applicable associated persons, are required to take particular care to ensure that all of LRHA's records are accurately maintained in relation to any contracts or business activities, including financial invoices and all payment transactions with clients, suppliers and public officials.

24 Employees and associated persons are required to keep accurate, detailed and up-to-date records of all corporate hospitality, entertainment or gifts accepted or offered in accordance with LRHA's Gifts and Hospitality Policies for employees and Board and Committee members respectively. All such declarations will be entered into a Gifts and Hospitality Register and reviewed by the Board of LRHA annually.

25 Related Policies

26 LRHA maintains compliance with the National Housing Federation's current Codes of Governance and Conduct applicable to both employees and Board members, and also has in place a "suite" of Policies and Procedures covering the following, which are designed in part to prevent and prohibit bribery and corruption:

- (a) Financial Regulations;
- (b) Procurement Procedures;
- (c) Anti-Fraud Policy;
- (d) Gifts and Hospitality Policies (for employees and Board members, respectively);
- (e) Codes of Conduct (for employees and Board members, respectively);
- (f) Conflicts of Interest Policies (for employees and Board members, respectively) and associated declarations;
- (g) Staff contracts of employment;
- (h) Whistle-Blowing Policy; and
- (i) Expenses Policies (for employees and Board members, respectively).

27 Reporting Suspected Bribery

28 LRHA depends on its employees, Board and/or Committee members and associated persons to ensure that the highest standards of ethical conduct are maintained in all its business dealings. Employees, Board and/or Committee members and associated persons are requested to assist LRHA and to remain vigilant in preventing, detecting and reporting bribery.

29 Employees, Board and/or Committee members and associated persons are encouraged to report any concerns that they may have as soon as possible. Issues that should be reported include:

- (a) Any suspected or actual attempts at bribery;
- (b) Concerns that other employees, Board and/or Committee members or associated persons may be being bribed; or
- (c) Concerns that other employees, Board and/or Committee members or associated persons may be bribing third parties, such as clients or government officials.

30 Awareness and Training

- 31 **All employees, Board and/or Committee members and Resident Panel members will be provided with Anti-Bribery training on a regular on-going basis and are expected to undertake this training when required. This training is mandatory.** All employees, Board and/or Committee members and Resident Panel members will be asked to sign and confirm that they have read, understood and agree to comply with this Policy.

32 Dealing with Breaches

- 33 The Board will treat any breach of this Policy with maximum seriousness. Any employee who breaches this Policy will face disciplinary actions, which could result in dismissal for gross misconduct. Any Board and/or Committee member will be dismissed from their post if a breach is discovered and proved. If a breach is discovered, LRHA will consider whether the severity of discovery warrants full disclosure to the Police, Regulator and the Serious Fraud Office.

34 Review of Procedures

- 35 The Chief Executive will monitor and review the implementation of this Policy and related procedures on a regular basis, including reviews of the Financial Regulations, Expenses, Corporate Gifts and Hospitality Policies.

- 36 LRHA reserves the right to amend and update this Policy as required.

37 Conclusion

- 38 Implementation of this Anti-Bribery Policy is essential for statutory and regulatory compliance as well as ensuring good governance.
- 39 Implementation of adequate procedures will assist LRHA in mitigating the exposure to bribery.