

# Anti-Bribery Policy

---

It is Welsh Athletics' policy to conduct all of our business in an honest and ethical manner. Welsh Athletics takes a zero-tolerance approach to bribery and corruption and is 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. Who is covered by the policy?

1.1 This policy applies to all individuals working at all levels, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as workers in this policy).

## 2. Policy statement

2.1 The purpose of this policy is to:

- (a) set out Welsh Athletics' responsibilities and the responsibility of those working for us, in observing and upholding Welsh Athletics' position on bribery and corruption; and
- (b) provide information and guidance to those working for Welsh Athletics on how to recognise and deal with bribery and corruption issues.

2.2 In this policy, third party means any individual or organisation you come into contact with during the course of your work for Welsh Athletics, and without limitation, includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

## 3. What is bribery?

3.1 A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

Examples:

#### Offering a bribe

You offer a potential client tickets to a major sporting event, but only if they agree to do business with us.

This would be an offence as you are making the offer to gain a commercial and contractual advantage. Welsh Athletics may also be found to have committed an offence because the offer has been made to obtain business 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 that, in return, they expect you to use your influence in our organisation to ensure we continue to do business with them.

It is an offence for a 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.

#### Bribing a foreign official

You arrange for the business to pay an additional payment to a foreign official to speed up an administrative process.

The offence of bribing a foreign public official has been committed as soon as the offer is made. This is because it is made to gain a business advantage for Welsh Athletics. Welsh Athletics may also be found to have committed an offence.

## 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 The giving or receipt of gifts is not prohibited, if the following requirements are met:
- (a) it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or

Version:	<b>WAHR24</b>	<b>Welsh Athletics Anti-Bribery Policy</b>	
Last reviewed:	<b>April 2021</b>	Policy owner:	<b>Head of Corporate Services</b>
Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>

retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;

- (b) it complies with local law;
- (c) it is given in our name, not in your name;
- (d) it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- (e) it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
- (f) taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- (g) it is given openly, not secretly; and
- (h) gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of the Chief Executive.

4.3 We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable.

The intention behind the gift should always be considered and hospitality and gifts must be declared (above the value of £50) and will be recorded in the Hospitality and Gift Register. The Register, in accordance with the Anti-Fraud and Corruption Policy, will be reviewed annually.

## 5. What is not acceptable?

5.1 It is not acceptable for you (or someone on your behalf) to:

- (a) give or receive, 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;
- (b) give or receive from, promise to give, or offer, a payment, gift or hospitality to, or from, a government official, agent or representative to "facilitate" or expedite a routine procedure;
- (c) 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;

Version:	<b>WAHR24</b>	<b>Welsh Athletics Anti-Bribery Policy</b>	
Last reviewed:	<b>April 2021</b>	Policy owner:	<b>Head of Corporate Services</b>
Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>

- (d) 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 Welsh Athletics in return;
- (e) threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- (f) engage in any activity that might lead to a breach of this policy.

## 6. Facilitation payments and kickbacks

- 6.1 We do not make, and will not accept, facilitation payments or "kickbacks" of any kind.

Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official. They are not commonly paid in the UK, but are common in some other jurisdictions

- 6.2 If you are asked to make a payment on Welsh Athletics' behalf you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Chief Executive officer. It is imperative in supporting this policy that financial procedures are followed at all times.
- 6.3 Kickbacks are typically payments made in return for a business favour or advantage. All workers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by us.

## 7. Donations

- 7.1 We do not make contributions to political parties. We only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval of the Chief Executive Officer.

## 8. Your responsibilities

- 8.1 You must ensure that you read, understand and comply with this policy.
- 8.2 The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for Welsh Athletics or under Welsh Athletics' control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.

Version:	<b>WAHR24</b>	<b>Welsh Athletics Anti-Bribery Policy</b>	
Last reviewed:	<b>April 2021</b>	Policy owner:	<b>Head of Corporate Services</b>
Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>

- 8.3 You must notify the Chief Executive Officer as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future. For example, if a client or potential client offers you something to gain a business advantage with us, or indicates to you that a gift or payment is required to secure their business. Further "red flags" that may indicate bribery or corruption are set out in Anti-Fraud and Corruption Policy.
- 8.4 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. Welsh Athletics reserves the right to terminate any contractual relationship with other workers if they breach this policy.

## 9. Record-keeping

- 9.1 Welsh Athletics must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.
- 9.2 The notification and recording of gifts and corporate hospitality is set out in the Anti-Fraud and Corruption Policy.
- 9.3 All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

## 10. How to raise a concern

- 10.1 You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised with the Chief Executive Officer. Concerns should be reported by following the procedure set out in our Whistleblowing Policy. A copy of our Whistleblowing Policy can be found on our website and in your Employee Handbook.

## 11. What to do if you are a victim of bribery or corruption

- 11.1 It is important that you tell the Chief Executive Officer as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

Version:	<b>WAHR24</b>	<b>Welsh Athletics Anti-Bribery Policy</b>	
Last reviewed:	<b>April 2021</b>	Policy owner:	<b>Head of Corporate Services</b>
Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>

## 12. Protection

- 12.1 Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. Welsh Athletics aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.
- 12.2 Welsh Athletics is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribe or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Chief Executive Officer immediately. If the matter is not remedied, and you are an employee, you should raise a formal grievance through Human Resources.

## 13. Training and communication

- 13.1 Training on this policy forms part of the induction process for all new workers. All existing workers will receive training on how to implement and adhere to this policy.
- 13.2 Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

## 14. Who is responsible for the policy?

- 14.1 The Chief Executive Officer has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.
- 14.2 The Chief Executive Officer has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. Members are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

## 15. Monitoring and review

- 15.1 The Chief Executive Officer will monitor the effectiveness and review the implementation of this policy regularly, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

Version:	<b>WAHR24</b>	<b>Welsh Athletics Anti-Bribery Policy</b>	
Last reviewed:	<b>April 2021</b>	Policy owner:	<b>Head of Corporate Services</b>
Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>

Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

15.2 All workers are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

This policy is not intended to be binding. Welsh Athletics reserves the right to amend and/or withdraw this policy from time to time for any reason, including without limitation, to take account of changes in the law, best practice and/or operational requirements.

Version:	<b>WAHR24</b>	<b>Welsh Athletics Anti-Bribery Policy</b>	
Last reviewed:	<b>April 2021</b>	Policy owner:	<b>Head of Corporate Services</b>
Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>