



Anti Bribery & Corruption Statement

“Training in Electrical Ltd takes a zero tolerance approach to bribery and corruption. We are committed to offer quality, professional training and conduct our business honestly and with integrity. This policy has been adopted to communicate this message to all of our staff and business partners.”

***Lynsey Hurley
Managing Director***

Anti Bribery & Corruption Policy

It is important that you read, understand and act in accordance with this policy.

To all Training in Electrical employees and associated staff associated with Training in Electrical Ltd.

Training in Electrical Ltd prides itself on offering quality professional training to the Electrotechnical Industry across the whole of the UK. Our company's reputation is built on honesty and integrity which we must protect to become a leading educational training provider.

This policy explains the general rules to which all staff must adhere to in order to prevent acts of bribery and corruption. This policy is communicated to all Training in Electrical staff and a signed register is kept as a record that they agree to adhere to the rules therein. Our policy is also disseminated to all of our business partners as well as all relevant individuals who deal with us in the usual course of business.

Bribery Act 2010 Definition

Bribery and corruption are defined in law as:

Bribery is the offer, promise, giving, demanding or acceptance of an advantage as an inducement for an action which is illegal, unethical or a breach of trust.

Corruption is any form of illegal, dishonest behaviour by people especially in power.

Acts of bribery or corruption are illegal and will influence the individual in the performance of their role within Training in Electrical Ltd.

It is an offence under the Bribery Act 2010:

1. To bribe another person,
2. To be bribed,
3. To bribe a foreign public official
4. For a company to fail to prevent bribery (Bribery Act 2010).

Failure to comply with the Bribery Act 2010.

Failure to comply with the content of the Bribery Act 2010 will render you liable to an unlimited fines and imprisonment up to 10 years on individuals who do not comply with the legislation.

The company could face an unlimited fine and be forbidden from tendering for public contracts.

You must never offer, promise or give a financial or other advantage to any person (including a foreign public official) with the intention of inducing or rewarding improper performance by them of their duties.

You must never directly or indirectly accept or agree to receive a financial or other advantage as a reward for the improper performance of your duties. It makes no difference whether the advantage is for you or a third party.

Where your role requires this, you are permitted to give and receive hospitality (permission must be sought from senior management), but this should always be in a reasonable and proportionate manner.

Your Responsibilities

You must ensure that you read, understand and comply with this policy at all times.

You must be open about gifts and hospitality given or received and you must disclose these to your manager in advance.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control and we run an Open Door Policy.

All Workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify your manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

Comply with this Anti-Bribery and Corruption Policy

Comply with company policies on gifts and hospitality

Comply with our requirements concerning any conflicts of interest

Record all activities and transactions accurately, completely and transparently

Follow appropriate due diligence and risk mitigation procedures before proceeding with any contract or other arrangement

Seek advice if unsure how to proceed

We will never:

Participate in any form of corrupt behaviour

Use company funds, in the form of payments or gifts and hospitality for any unlawful, unethical or improper purpose

Authorise, make, tolerate or encourage, or invite or accept, any improper Payments to obtain retain or improve business

Permit anyone to offer or pay bribes or make facilitation payments on our behalf, or do anything else we would not be permitted to do ourselves

Offer or accept gifts or hospitality, if we think this might impair objective Judgement, improperly influence a decision or create a sense of obligation, or if there's a risk it could be misconstrued or misinterpreted by others.

Any employee who breaches this policy may face disciplinary action, which could result in dismissal for gross misconduct.

We reserve our right to terminate our contractual relationship with other Workers if they breach this policy.

Policy Review and monitoring

This policy will be monitored and reviewed by senior management for its effectiveness and suitability. Any improvements identified will be implemented and staff made aware as soon as possible.

All members of staff at all levels are responsible for complying with this policy.

All staff must disclose any suspicious activity or wrongdoing to senior staff.

All members of staff are invited to comment on this policy and suggest ways to improve it.

Training in Electrical reserve the right to amend/change the terms of this policy if required.