

Anti-Bribery Policy, 'Uzima in our Hands'

1. Purpose of the policy

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery regulations, and to ensure the Charity is conducted in a socially responsible manner. This policy applies to the charity's activities both in the United Kingdom and in Kenya.

2. Definition of Bribery

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

3. Overall approach

The Trustees are fully committed to ensuring that the Charity operates both legally and ethically. Bribery or corruption in any form will not be tolerated. The Charity expects all trustees, volunteers, employees and other stakeholders to conduct their activities in a fair, honest and ethical manner at all times.

The Charity prohibits the offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement:

- to or from any person or company, wherever they are situated and whether they are a public official or body or private person or company;
- by any individual employee, agent, member or other person or body acting on the Trustees' behalf:
 - in order to gain any commercial, contractual or regulatory advantage for the Charity in a way which is unethical;
 - in order to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

The Charity recognises that market practice varies between countries, and what is normal and acceptable in one place may not be in another. This policy is not meant to prohibit the following practices [providing they are customary in that particular location and are proportionate]:

- donations given to the Charity or for the benefit of the Charity;
- normal and appropriate hospitality;
- the giving of a gift on a festival or at another special time;
- use of any recognised fast-track process which is available to all on payment of a fee;
- the offer of resources to assist a person or body to make a decision more efficiently, provided that they are supplied for that purpose only.

If at any time there is doubt as to whether a potential act constitutes bribery, the matter should be referred to a Trustee of 'Uzima in our Hands'. The prevention, detection and reporting of bribery is the responsibility of each individual working on behalf of the Charity. The Trustees operate a **zero-tolerance** approach to any attempts at bribery by, or of, its employees and associated persons and encourages all such individuals to report any suspected bribery activity to a responsible person within the organisation.

4. Policy Statements

- 4.1. It is policy to conduct all of our business in an honest and ethical manner;
- 4.2. Trustees take a zero-tolerance approach to bribery and corruption;
- 4.3. Trustees are committed to acting professionally, fairly and with integrity in all our business dealings and relationships in the United Kingdom and in Kenya;
- 4.4. Trustees will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate;
- 4.5. Trustees remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad.

5. Scope of Policy

- **Bribes:** Employees must not engage in any form of bribery, either directly or through any third party. Specifically, employees must not bribe a foreign public official anywhere in the world.
- **Gifts:**
 - Occasionally, other third parties may seek to reward staff members with a gift. Whilst the Charity has no desire to stop employees from receiving a **small token of gratitude or appreciation**, it needs to be recognised that there is the potential for abuse.
 - In addition, some suppliers or contractors may offer 'reward schemes' which allow you to obtain free gifts or discount vouchers in return for ordering services or products on behalf of the Charity from that supplier or contractor. **The Charity needs to be sure that its suppliers and contractors are competitive and that employees are acting in the best interests of the Charity when using a particular supplier or contractor.**
 - The Charity does not believe that it is appropriate for staff members to accept anything of greater value than **small tokens of appreciation from suppliers**, contractors or from any other person or organisation with which the Charity has, or might have, business connections. **This is because it is important to ensure that no employee acts in any way that is inconsistent with the integrity of the Charity by accepting a gift in circumstances where it could influence, or be seen to influence, that employee's business decisions or actions.**
 - For the purposes of this policy, a 'gift' is deemed to be any payment or item given on an apparent **ex gratia basis** by any party in connection with their employment by the Charity. **Small gifts that are genuinely given as a token of appreciation are acceptable**, provided always that an employee properly **declares the gift** in line with this policy (*see guidance for reporting facilitation payments below*) and provided the employee does **not subsequently treat the sender of the gift more favourably** than other clients, customers, suppliers or contractors.
- **Facilitation payments and kickbacks:** Facilitation payments are a form of bribery made for the purpose of **expediting or facilitating the performance of a public official for a routine governmental action**. Facilitation payments tend to be demanded by low level officials to obtain a level of service, which one would normally be entitled to. It is strict policy that **facilitation payments must not be paid**. It is recognised, however, that our employees may be faced with situations where there is a risk to the personal security of an employee or his/her family and **where a facilitation payment is unavoidable**, in which case the following steps must be taken:

- Keep any amount to the **minimum**;
- Create a **written and dated record** concerning the payment;
- **Report** it to the Trustees of 'Uzima in our Hands'.

5. Communication

Our zero-tolerance approach to bribery and corruption is communicated to all those working with 'Uzima in our Hands', both in the United Kingdom and in Kenya, through the **dissemination of this policy** both verbally and in its written form.

6. Specific measures in place to guard against the risk of corruption and bribery

6.1 The Trustees have a long-standing relationship of trust with the Director of the school in Uzima, with whom a good working relationship has been established over many years;

6.2 When working with local tradesmen and suppliers in Kenya, the charity always seeks to obtain three written quotations, to ensure that the rate charged is appropriate, where possible with guarantees;

6.3 The charity keeps written records of wage payments to staff, with photographic evidence, and of payments made to suppliers, etc;

6.4 'Uzima in our Hands' has a trusted group of governors supervising the school's activities, who are able to visit whenever they feel it is appropriate, and who are able to be in touch with the Trustees;

6.5 Both the UK accounts and the local Kenyan accounts are audited, and checked;

6.6 Each trustee copies in at least one other trustee when communicating about charity activities, making payments, etc;

6.7 The Charity endeavours to keep in close communication with Uzima school, and to visit at least once a year, to avoid any misunderstandings and ensure close cooperation between the teams in the two countries;

6.8. The Director of the school and the Trustees of 'Uzima in our Hands' uphold the tenets of the Christian faith, with the school run according to Christian principles, which include both honesty and transparency .

Signed.....Chair of Trustees (Printed name:.....)

Date.....

Reviewed.....

Signed.....Chair of Trustees (Printed name:.....)