

NURSDOC

POLICY NUMBER: **99**

POLICY TITLE: **ANTI-BRIBERY POLICY & PROCEDURE**

WHO MUST ABIDE BY THIS POLICY? **ALL NURSDOC WORKERS**



ANTI-BRIBERY POLICY & PROCEDURE

PURPOSE

This policy is designed to clarify and provide guidance on Nursdoc's position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010. The policy will describe the standards, laws and guidelines whilst the procedure will describe the tasks and actions required. A summary of areas covered by this policy are detailed below:

- General Principles of the Policy and Procedure
- Definitions
- Bribery
- What is prohibited?
- Charitable donations
- Facilitation Payments
- Gifts and hospitality
- Records
- Training
- The Reporting Procedure

Should you have any questions in relation to this document please speak to your Line Manager.

GENERAL PRINCIPLES

- Nursdoc is committed to conducting its business in an honest and ethical manner, and acting fairly, professionally and with integrity in all its business dealings and relationships.
- Nursdoc takes a zero-tolerance approach to bribery and corruption.
- Nursdoc will enforce effective systems to counter bribery.

DEFINITIONS

For the purpose of this policy:

"Workers" refers to all individuals working for or on behalf of Nursdoc in any capacity including employees, casual staff, volunteers, agency staff, consultants and contractors.

"Associated Person" refers to any other person who performs services for or on behalf of the Group.

"Third Party" refers to any organisation or individual that comes into contact with a worker of Nursdoc including but not limited to existing clients, potential clients, suppliers, business contacts, agents, advisors, government and public officials/advisers/ representatives, politicians and political parties.

BRIBERY

A bribe is offering, promising, giving or accepting any financial, or other type of advantage, in order to encourage someone to perform their functions or activities improperly, or to reward that person for having already done so.

Nursdoc will commit an offence under the Bribery Act 2010 if it fails to prevent bribery by a worker, or an associated person, for the purpose of obtaining business, or business advantage, for any Company within Nursdoc.

WHAT IS PROHIBITED?

Nursdoc strictly prohibits any worker or associated person from the following:

- Giving, promising to give, or offering someone:
- A payment, gift or hospitality with the expectation, or hope, that they, or Nursdoc, will improperly be given a business advantage, or as a reward for a business advantage already improperly given.
- A payment, gift or hospitality, to facilitate or expedite a set procedure by a statutory agency.
- Accepting payment for a third party where it is known, or suspected, that payment is offered, or given, with the expectation that the third party will improperly obtain a business advantage.
- Accepting a gift, or hospitality, from a third party where it is known,

or suspected, that it is offered or given with an expectation that a business advantage will be improperly provided by The Galago Group in return.

- Threatening or retaliating against another worker who has refused to commit a bribery offence, or who has raised concerns under this policy.
- Engaging in any activity that might lead to a breach of this policy.

Workers and associated persons should be especially vigilant when working overseas.

CHARITABLE DONATIONS

The Company may, in its discretion, support a number of charities and may also support fundraising events involving employees but will do so only in respect of donations which are legal and ethical under local laws and practices.

FACILITATION PAYMENTS

Facilitation payments are bribes paid to facilitate routine Government action. The Company does not make, and will not accept, facilitation payments.

GIFTS AND HOSPITALITY

Any gifts, rewards or entertainment received, or offered by a third party should be reported immediately. The Company categorises gifts as follows:

Gifts and Hospitality that should Not be Accepted

These are generally high value gifts and hospitality which might reasonably be seen to compromise personal judgement and integrity. For example, financial gifts, expensive items of clothing, holidays, membership of clubs.

Gifts and Hospitality that can be Accepted but will normally be shared, where Applicable

These are generally lower value gifts which might be difficult to refuse. For example, flowers, books and, in the case of hospitality, an evening meal.

Gifts and Hospitality that can be accepted and kept by the Individual

These are generally very low value gifts such as pens, mugs, key rings and, in the case of hospitality, working lunches, confectionery, chocolates, flowers, small amounts of alcohol.

All gifts received must be declared in writing to the Managing Director.

If a worker wishes to provide gifts or hospitality to a third party, prior written approval from the Managing Director is required, together with details of:

- The objective of the proposed customer entertainment or expenditure.
- The identity of the recipient or those who will be attending.
- The Company, or organisation that the third party represent.
- Details of the proposed gift or hospitality.

Nursdoc will approve the provision of gifts and hospitality only if they demonstrate a clear business objective, and are appropriate for the nature of the business relationship.

Nursdoc will not approve the provision of gifts and hospitality where it considers that a conflict of interest may arise, or where it could be perceived that undue influence, or an improper business advantage is being sought, e.g. prior to a tendering exercise.

RECORDS

Workers and, where applicable, associated persons must carry out due diligence prior to entering into any contract or relationship with a third party.

Records in relation to any business activities with third parties, such as contracts, financial invoices, records of hospitality and gifts offered and accepted, must be maintained in accordance with Company procedures.

TRAINING

Nursdoc will ensure workers and associated persons have access to this policy and will set up training sessions for workers and associated persons where required.

THE REPORTING PROCEDURE

REPORTING

Workers and associated persons are required to report suspicions of bribery to the Managing Director as soon as possible.

Workers or associated persons who report instances of bribery in good faith will be supported by Nursdoc. Nursdoc will ensure that the individual is not subjected to detrimental treatment as a consequence of their decision to report alleged or suspected bribery. Any instances of detrimental treatment by a fellow employee because an employee has made a report will be treated as a disciplinary offence. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, employees and associated persons should not agree to remain silent. They should report the matter to the Managing Director.

ACTION BY NURSDOC

Nursdoc will fully investigate any instances of alleged or suspected bribery and take action as appropriate if it finds that an act of bribery has been committed.

Employees suspected of bribery may be suspended from their duties while the investigation is being carried out. Nursdoc will invoke its disciplinary procedures where any employee is suspected of bribery, and proven allegations may result in a finding of gross misconduct and immediate dismissal.

Nursdoc may terminate its relationship with any worker not employed by any company within Nursdoc, including consultants or other workers who act for, or on behalf of, Nursdoc who are found, or suspected to have, breached this policy.

Nursdoc may also report any matter to the relevant authorities, including the Financial Services Authority, the Director of Public Prosecutions, Serious Fraud Office, Revenue and Customs Prosecutions Office and the Police. The Company will provide all necessary assistance to the relevant authorities in any subsequent prosecution.

FURTHER INFORMATION

Nursdoc will review policies and procedures periodically to reflect changes in legislation and good practice.

POLICY OWNER: ROBERT STIFF

POSITION: CEO

SIGNATURE: *Robert Stiff*

DATE: 01/11/2020

REVIEW: 01/11/2023

NURSDOC