

TaylorITEX CIC

Anti-Bribery & Corruption Policy

Zero Tolerance

TaylorITEX CIC does not tolerate bribery, corruption, fraud, or kickbacks.

All staff, learners, contractors, and visitors must follow this policy — on and off site.

What Counts as Bribery?

- **X** Offering or accepting cash, gifts, or favours to influence a decision.
- **X** Providing or receiving excessive hospitality or entertainment.
- **X** Making or accepting 'facilitation payments' or kickbacks.
- **X** Using threats or pressure to stop someone reporting wrongdoing.
- **X** Even if no bribe is accepted, it is still illegal.

What's Allowed? (With Approval)

- ✓ Low-value gifts (e.g. pens, diaries).
- ✓ Reasonable hospitality (e.g. working meals).
- ✓ Reimbursed business expenses (with receipts and approval).

All must be:

- ✓ Proportionate.
- ✓ Transparent
- ✓ Recorded in the Gifts & Hospitality Register

You Must Not

- **X** Offer or accept bribes.
- **X** Give or accept cash, vouchers, or extravagant gifts.
- **X** Hide or falsify expenses.
- **X** Retaliate against anyone who refuses to engage in bribery.
- **X** Threaten or punish whistleblowers.

Reporting

- Report any suspicions immediately to the Director of Learning and Opportunities.
- Reports can also be made under the Whistleblowing Policy.
- We will support and protect anyone who refuses to take part in bribery or reports in good faith.

Consequences

Breaching this policy may result in:

- Staff – dismissal for gross misconduct.
- Learners – exclusion and/or referral to authorities.
- Contractors/Partners – termination of contracts.
- Individuals – criminal prosecution and imprisonment.

Remember

This poster is a summary only. The full Anti-Bribery & Corruption Policy must be read, understood, and followed.