

Anti-Bribery Policy

Prepared by	Corporate Services Director
Policy created	September 2015
Date of last review	23 November 2020
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Date of next review	August 2030
Reviewed by	Audit & Business Sub-Committee

Corporate Fit	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

Keep in touch

868 Tollcross Road | G32 8PF
 0141 763 1317
info@tollcross-ha.org.uk
www.tollcross-ha.org.uk

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 乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

Strategic Direction

Consolidation and improvement: Applicable to our core business as a landlord & property manager.

Growth: Through the new build opportunities, we are taking forward.

Partnerships: Where this can help to address shared goals and increase capacity and value.

Resilience: A key priority across all parts of our business.

Strategic Objectives

Services: Deliver quality, value for money services that meet customers' needs

Homes & neighbourhoods: Provide quality homes and neighbourhoods.

Assets: Manage our assets well, by spending wisely.

Communities: Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

Our people: Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

Leadership & Financial: Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1. Introduction

The purpose of this document is to set out the Association's responsibilities with regard to the prevention of bribery and compliance with the legislation set out in The Bribery Act 2010.

2. Definition of Bribery

Bribery is defined as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

This could cover seeking to influence a decision-maker other than by what can legitimately be offered as part of a tender process.

3. Policy Statement

We are determined to protect the Association, its employees, partners and customers from bribery. To do this, we are committed to establishing and maintaining strategies to prevent and detect bribery and to developing a culture of zero tolerance where such cases are proven.

The Association requires its Management Committee Members and Staff at all times to act fairly, honestly and openly.

We take bribery very seriously. All instances of potential bribery that are reported to us will be investigated rigorously and promptly, and appropriate action will be taken. We encourage anyone concerned about possible bribery concerning the Association to report it to a member of the Leadership Team.

4. Legal & Regulatory Framework

The Anti-Bribery Policy takes account of legal and regulatory requirements, including (but not limited to):

- a) The Bribery Act 2010
- b) Standard 5, Sections 5.1, 5.4 and 5.6 of the Regulatory Standards of Governance and Financial Management: *"The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector."* *"Governing Body members and staff declare and manage openly and appropriately any conflicts of interest and ensure they do not benefit improperly from their position."* And *"There are clear procedures for employees and governing body members to raise concerns or whistleblow if they believe there has been fraud, corruption or other wrongdoing within the RSL."*

5. Risk Management

The Association recognises that we must operate in an open and transparent way in order to maintain the trust of our existing and prospective customers. In order to minimise risk of damage to reputation and potential legal action due to active or passive bribery, the Leadership Team includes bribery matters within the Risk Management Strategy which is reported to the Management Committee.

6. The Bribery Act 2010

- 6.1 The Bribery Act 2010 (the Act) came into force on 1 July 2011. It modernises the law on Bribery and sets out a number of bribery related offences. If an individual is found guilty of a bribery offence, tried as a summary offence, he or she may be imprisoned for up to 12 months and fined up to £5,000. Someone found guilty on indictment, however, faces

up to 10 years' imprisonment and an unlimited fine.

6.2 There are three main offences within the Act that are relevant to the Association. These are:

- a) Active Bribery: the offering, promising, or giving of a bribe
- b) Passive Bribery: the requesting, agreeing to receive, or accepting of a bribe
- c) Failure of a commercial organisation to prevent bribery by a person associated with it.

6.3 The Act is not intended to prohibit reasonable and proportionate hospitality and promotional business expenditure provided that it can be demonstrated that these are not intended to have a direct influence on decision making.

6.4 The Association operates a separate policy on Payments and Benefits to Management Committee and Staff and this complements the Anti-Bribery Policy.

7. The Six Bribery Act Principles

7.1 The Association is determined that the culture of the organisation is one of zero tolerance towards bribery. In defining the policy and procedures to prevent bribery we have been guided by the six principles set out by the Government.

These are:

a) Proportionality

Our procedures to prevent bribery by associated persons will be proportionate to the bribery risks that we face, and the nature and scale of our activities.

b) Top Level Commitment

Our Anti-Bribery policy statement sets out the commitment of our Management Committee to a culture of integrity, where bribery is unacceptable.

c) Risk Assessment

The assessment of risks associated with bribery will be included in our overall risk assessment for the Association, as covered by our Risk Management Policy.

d) Due Diligence

Due diligence will be carried out as part of our risk management procedures both in terms of assessing the risks associated with bribery and mitigating these risks.

e) Communication and Training

We will ensure that our bribery prevention policies and procedures are embedded and understood throughout the organisation and by associated persons, through internal and external communication. This will include training of Staff and Management Committee members.

f) Monitoring and Review

The bribery risks that the Association faces may change over time. Our risk assessments will be reviewed on a regular basis and bribery prevention procedures adapted where necessary.

8. Reporting and Enforcement

8.1 If a member of staff has any reason to believe that a person associated with the Association is attempting to offer them a bribe they must report this to their line manager who in turn should ensure that it is recorded in the Anti-Bribery Register.

- 8.2 All suspected instances of bribery will be investigated by the line manager and escalated as appropriate with details of the investigation being recorded in the Anti-Bribery Register.
- 8.3 Where an act of bribery is found to have occurred disciplinary or sanctions for breaking of the Association's anti-bribery rules will be applied.
- 8.4 The Association recognises that in certain circumstances Staff may have concerns that relate to suspected cases of active or passive bribery by a fellow employee, contractor or service user that they would prefer to report confidentially. In this case we would urge concerned parties to come forward. The Association will support Staff reporting suspected bribery, and protect them from reprisals or victimisation, as detailed in the Whistleblowing Policy.

9. Related Policies

Please refer also to the following related policies:

- a) Policy on Payments and Benefits to Management Committee and Staff.
- b) Whistleblowing Policy.
- c) Management Committee Code of conduct.
- d) Staff Code of Conduct.

Appendix 1 – Equality & Human Rights Impact Assessment

Policy	Anti-Bribery Policy		
EIA Completed by	Corporate Director	EIA Date	July 2025

- 1. Aims, objectives, and purpose of the policy / proposal**

The aim of the policy is to Protect employees, partners and customers from bribery.
- 2. Who is intended to benefit from the policy / proposal?**

All employees, governing body members partners and customers.
- 3. What outcomes are wanted from this policy / proposal?**

To provide a process of reporting should any attempts of bribery be made and or witnessed.
- 4. Which protected characteristics could be affected by proposal?**

<input type="checkbox"/> Age	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Religion or belief
<input type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Sex
<input type="checkbox"/> Race	<input type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
- 5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.**

The policy provides boundaries in relation to a legislative tool – they do not impact on any characteristics as they are global boundaries.
- 6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4**
- 7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).**
- 8. Consider the impact and actions to be considered for the following Human Right articles:**

<p>Article 6: Right to a fair trial Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.</p>	
Impact: n/a	Actions:
<p>Article 8: Right to respect for private life, family life & the home Everyone has the right to access and live in their home without intrusion or interference.</p>	
Impact: n/a	Actions:
<p>Article 14: Prohibition of discrimination Everyone has equal access to the other rights contained in the Human Rights Act.</p>	
Impact: n/a	Actions: