



(REGISTERED SCOTTISH CHARITY NUMBERED SC042429)

CHARITY TRUSTEES' GUIDE ON ANTI-BRIBERY AND CORRUPTION

The Bribery Act 2010 ("Bribery Act") prohibits acts of bribing and being bribed.

The STV Appeal charity trustees (the "Trustees") are legally obliged to conduct all business in an honest and ethical manner. It is the responsibility of each Trustee to ensure they comply with the Bribery Act.

This guide provides an overview of the legal obligations in respect of the Bribery Act. Legal advice should be taken where there are specific concerns.

1 What is a bribe?

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

2 What are the offences?

Under the Bribery Act there are four possible offences:-

- Bribing another person – The offering, promising or giving of a reward to induce a person to perform a relevant function or activity improperly.
- Being bribed – The accepting of, agreeing to accept or requesting of a reward in return for performing a relevant function or activity improperly. (A 'relevant function or activity' includes any activity of a public nature or any activity connected to a business.)
- Bribing a foreign public official – This is a specific offence of trying to influence a foreign public official with the intention of obtaining or retaining business in a situation where the public official was not permitted or required by law to be influenced.
- Failure to prevent bribery – This (the 'corporate offence') occurs when an organisation fails to stop people who are operating on its behalf from being involved in bribery.

3 Gifts and hospitality

The Trustees are not prohibited from normal and appropriate hospitality (given and received) to or from third parties. For the avoidance of doubt, this is hospitality which is reasonable (i.e. not excessive).

Giving or receiving reasonable and proportionate hospitality or gifts is permissible and an important part of business. However, all decisions to give or receive hospitality must be able to withstand both internal and external scrutiny. They must be defensible and in the best interests of the Trust, be proportionate to that interest and be within limits acceptable to the Trustees.

4 What is not acceptable?

It is not acceptable to:-

- Directly or indirectly give, promise to give, or offer, a financial payment or other advantage (including any gift or hospitality, unless deemed to be reasonable) to another person.
- Directly or indirectly request, agree to receive or accept a financial payment or other advantage (including any gift or hospitality, unless deemed to be reasonable) from a third party (for yourself or any other person).
- Act improperly in the performance of your role (or agree or acquiesce to another person acting improperly) in anticipation or in consequence of you requesting, agreeing or accepting a financial payment or other advantage (including any gift or hospitality).
- Give, offer or promise a financial payment or other advantage to a foreign public official with the intention of influencing them and of obtaining or retaining business, where the foreign public official is neither permitted nor required by his/her local law to be so influenced.

In this policy, 'improper' performance means performance by a person in their business or other official capacity that breaches expectations of good faith, impartiality and/or trust.

Guide adopted on 28th June 2019