

Anti-Bribery Policy

Suffolk Artlink

1. Introduction

Suffolk Artlink is committed to conducting its affairs with integrity and in compliance with all applicable laws and regulations, including the Bribery Act 2010. This policy sets out the procedures and standards to prevent bribery and corruption.

2. Policy Statement

Suffolk Artlink will not tolerate bribery or corruption in any form. This includes, but is not limited to, offering, promising, giving, receiving, or soliciting bribes or other inducements.

3. Bribery Definition

Bribery is the offering, giving, receiving, or soliciting of something of value to influence the actions of another person.

4. Prohibited Conduct

All trustee directors, employees, volunteers, and agents, including freelance artists, of Suffolk Artlink are prohibited from all and any of the following:

- Offering, promising, giving, receiving, or soliciting bribes or other inducements.
- Engaging in corrupt practices, such as fraud, extortion, or money laundering.
- Using the charity's funds or assets for personal gain or to bribe others.
- Accepting gifts or hospitality that could be perceived as a bribe or inducement.

5. Due Diligence

Suffolk Artlink will conduct due diligence on all third-party relationships to mitigate bribery risks. This may include:

- Verifying the identity and legitimacy of business partners.

- Assessing the risk of bribery and corruption associated with specific transactions or relationships.
- Implementing appropriate controls and monitoring procedures.

6. Gifts and Hospitality

Gifts and hospitality may be accepted or offered, but only if they meet all the following:

- Transparent and open.
- Of modest value. Items of more than £20 should be approved by the Board of Trustees.
- Not intended to influence a business decision.
- Compliant with UK law and regulations.

Cash gifts received must always be treated as a charitable donation to Suffolk Artlink.

7. Reporting and Investigation

Any suspicions of bribery or corruption must be reported immediately to General Manager, Alistair Winch. All reports will be treated confidentially and investigated promptly.

8. Training and Awareness

Suffolk Artlink will provide training as necessary to employees, volunteers, and agents on this policy and the risks of bribery and corruption.

9. Monitoring and Review

This policy will be reviewed regularly to ensure its continued effectiveness.

10. Disciplinary Action

Breaches of this policy may result in disciplinary action, up to and including dismissal.

11. Contact Information

For any questions or concerns regarding this policy, please contact:

Alistair Winch, General Manager, admin@suffolkartlink.org.uk, 01986 873955 extension 1

By adhering to this policy, Suffolk Artlink aims to maintain the highest standards of ethical conduct and integrity.

Date Adopted	Dates amended
16/12/2024	