

AFRICA EDUCATIONAL TRUST ANTI-BRIBERY AND CORRUPTION POLICY

2017

POLICY STATEMENT

AET is committed to the highest standards of honesty, integrity and ethics in all of our relationships and dealings. All forms of bribery and corruption are unacceptable and will not be tolerated.

Our policy

This Policy is designed to help all AET personnel and others working for us:

- to identify when bribery and corruption issues arise,
- understand how to prevent and avoid them; and
- know what to do if a risk or problem is identified.

It is a criminal offence in most countries to offer, promise, give, request or accept a bribe. In the UK individuals found guilty can be punished by up to ten years imprisonment and/or subjected to fines. As an employer, if we fail to prevent bribery, we can face an unlimited fine and damage to our reputation.

This policy applies to all persons working for us, on our behalf or through us in any capacity, including employees at all levels, directors, officers, volunteers, interns, agents, contractors, external consultants, third party representatives and business partners, sponsors, or any other person associated with us, wherever located.

As representatives of AET, you have the responsibility to ensure that our commitments set out in this Policy are upheld and honoured in all of your dealings. We respect all laws relevant to countering bribery and corruption in all jurisdictions in which we operate, however, we remain bound by UK laws, including the Bribery Act 2010, in respect of our conduct both here and abroad and it is this law we comply with.

What is bribery?

Bribery includes when:

- a financial or other advantage is offered, given or promised to another person (or organisation);
- with the intention of inducing or rewarding them (or someone else) for performing their duties improperly

It is still bribery if the person acting improperly is not the same person to whom the bribe was offered, given or promised. It also does not matter whether the bribe is given or received directly or through a third party (e.g. an agent, distributor, supplier, or other intermediary such as a “fixer” or tour guide on overseas trips). You don’t have to give or take a bribe to breach this Policy - promising to give a bribe or agreeing to receive one is also a breach.

Bribes can take many forms. For example:

- **Money** or cash equivalent (e.g. shares).
- **Gifts or hospitality** – please use your judgement to consider whether any gift you are given is appropriate (for example if it could be seen to be of influence in a decision you make on behalf of AET to benefit a third party). You should also carefully consider the value of any gifts offered, and refuse any gift that is anything other than nominal and appropriate (for example, a small gift from an existing contracting partner at Christmas).
- **“Facilitation” payments** so that someone performs their job more quickly or prioritises a particular person (e.g. paying an official to skip a queue at a border crossing).
- Anything else of value

Dealing with public officials and authorities poses an especially high risk in relation to bribery and corruption. Specific guidance when dealing with public officials is set out below.

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What is corruption?

Corruption is the misuse of public office or power for private gain, or misuse of private power in relation to business outside the realm of government.

Dealing with agents, distributors, suppliers and others

AET could be held liable for the acts of people or companies that act on our behalf. This includes agents, distributors, suppliers, intermediaries and joint venture partners.

For AET employees, you must make third parties aware of our commitment and responsibilities in this Policy and of their responsibility to comply with it (which we will typically achieve by entering into a contractual relationship, which will specifically reference this Policy).

You must not engage any third party who you know or reasonably suspect engages in bribery or corruption. To reduce the risk of doing that unintentionally, you must undertake appropriate due diligence before any third parties are engaged. The appropriate level of due diligence will vary depending on the character of each potential third party and the circumstances of the engagement. You must use your judgement on a case by case basis.

As part of the due diligence process and to better assess the potential partner, you should consider:

- **Who are they** – have I seen documents evidencing that they are who they say they are?
- **Who else have they worked with** – do they have references?
- **Are they well established with a good reputation** or do I need to do more to find out about them?
- **Where do they operate?** Do they operate in a territory where bribery is prevalent?
- **Are they happy to sign our contract** obliging them to comply with anti-bribery rules?
- **Do they have their own anti-bribery programme?**
- **Have I done basic searches** about them on the internet and business directories?
- **Are there inconsistencies, missing information or obscurities** in the relationship between the provider of the services to AET and the person I am paying?
- **Are we paying an excessive commission / other fee?** Is it normal to pay a fee at all in line with generally accepted market practice?

If you have any concerns after considering the above, you should not deal with the third party. Issues under this policy can arise at any time (and not just when we are initially assessing a third party) and you must, therefore, remain vigilant in all dealings and actively monitor for “red flags” which may include where:

- a third party demands payment in cash, refuses to provide invoices, or provides invoices that are incorrect (and for example, feature unidentified or unexpected fees or large commissions)
- third-party requests that payment is made to a different entity than specified in the contract (or that payment is directed to a different geographic location than specified in the contract)
- you are offered gifts or hospitality by a third party or a third party demands that you provide some form of benefit (which could be gifts, hospitality or otherwise some form of preferential treatment, for example, a requirement that another third party be employed)
- a third party insists on the use of side letters or refuses to put agreed terms into writing.

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Dealing with authorities and public officials

Public officials include those working in UK and overseas government departments and also employees of government-owned or controlled commercial enterprises, international organisations, political parties and political candidates.

Paying money or giving anything else of value, no matter how small, to any public official to try to influence them in their official capacity is prohibited.

How to raise a concern

We encourage you to raise concerns about any issues or suspicion of bribery or corruption at the earliest possible opportunity.

If you are offered a bribe or are asked to make one or if you suspect a risk exists, or observe anything that you think might be in contravention of this Policy, you must report it to a member of the senior management team.

We treat all reports we receive seriously and will investigate all alleged wrongdoing.

We acknowledge that individuals who raise concerns may be worried about repercussions and we wish to assure you we will support anyone who raises concerns in good faith under this policy, even if they turn out to be mistaken. We are also committed to ensuring that no-one suffers detrimental treatment as a result of refusing to take part in any bribery or corruption or because of reporting, in good faith, their suspicion of actual or potential bribery or other corruption.

When you make a report, we will also seek to respect your wishes in relation to confidentiality (although please note that in some instances, for example, in order for there to be a thorough investigation, we will not be able to maintain confidentiality).

Breaches of this Policy

Any employee who breaches this policy will face disciplinary action under the Disciplinary and Grievance Policy and Procedure, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Update Date	Author
1.6.18	J.Polzerova