

**The Mill Hill School Foundation
Walker House, Millers Close, The Ridgeway, Mill Hill, London
NW7 1AQ**

**Mill Hill School
Belmont, Mill Hill Preparatory School
Grimsdell, Mill Hill Pre-Preparatory School**

Anti-Bribery Policy

**Independent Co-educational Day School for Pupils aged 3 to 18 years
and Boarding School for Pupils aged 13 to 18 years**

Effective September 2011

THE MILL HILL SCHOOL FOUNDATION

BRIBERY ACT POLICY

1. Introduction

Bribery is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage. Bribery is a criminal offence.

The Bribery Act 2010 identifies four categories of offence as follows:

- Offering, promising or giving a bribe.
- Requesting, agreeing to receive or accepting a bribe.
- Bribing a foreign public official to obtain or retain business.
- Failing to prevent bribery.

The potential consequences of being convicted of a Bribery Act offence include criminal penalties for both individuals (up to ten years in prison or an unlimited fine) and the Mill Hill School Foundation (unlimited fine).

2. Statement

The Court of Governors of the Mill Hill School Foundation [the 'Court'] recognises its duties under the Bribery Act 2010 and prohibits the offering, the giving, the solicitation or the acceptance of a bribe or improper inducement, whether cash or other inducement, to or from any person or company wherever they are situated, in order to gain personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual. The Court is committed to the prevention, deterrence and detection of bribery and will inform the Police and any other relevant body of any bribe or improper inducement of which it may become aware by any individual, employee, agent or other person acting on behalf of the Mill Hill School Foundation [the 'Foundation'].

3. Scope, aims and commitment

This Policy has been authorised by the Court. It is addressed to all employees (whether employed full-time or part-time, temporary, contracted or a volunteer) [the 'employees'] working at the Foundation, to the Governors and to those persons associated with the Foundation (such as agents and other representatives, suppliers and contractors) [the 'Associated Persons'].

This Policy provides guidance for employees, Governors and Associated Persons in the prevention of bribery when acting in the course of their employment. This Policy applies to all the Foundation's activities.

This Policy is to be read in conjunction with Foundation and School Policies and employment documents, including the following:

- An employee's contract of employment
- The Policy to Safeguard and Promote the Welfare of Children who are pupils at the School
- Admissions Policy
- Bursary Policy
- Recruitment, Selection and Disclosure Policy and Procedure
- Reference Policy
- Purchase Control Procedures

The aims of this policy are to:

- set out a clear anti-bribery policy.
- make all employees, Governors and Associated Persons aware of their responsibilities to comply with this Policy to prevent bribery.

To this end the Foundation is committed to:

- provide training for all employees and Governors to enable them to recognise and avoid the use of bribery by themselves and others.
- encourage Foundation employees, Governors and Associated Persons to be vigilant and report any suspicion of bribery, providing them with suitable channels of communication and ensuring that sensitive information is treated appropriately.
- rigorously investigate instances of alleged bribery and assist the Police and other appropriate authorities in any subsequent external investigation and resulting prosecution.
- take firm and vigorous action against any individual(s) involved in bribery.

The Foundation requires its employees, Governors and Associated Persons to:

- read, understand and comply with this Policy.
- act honestly and with integrity at all times and to safeguard the Foundation's resources for which they are responsible.
- avoid activity that breaches this Policy.

An employee in breach of this Policy will face disciplinary action in accordance with the Disciplinary Procedure and which may result in summary dismissal for gross misconduct; as well as facing possible civil and/or criminal prosecution.

An Associated Person in breach of this Policy who commits a bribery related offence or causes the Foundation to commit a bribery related offence will have their contract with the Foundation terminated.

4. Anti-Bribery Compliance Officer

The Court has appointed Dr Roger Axworthy, Deputy Bursar, as the Anti-Bribery Compliance Officer who has overall responsibility for the Foundation's Bribery Act compliance, including the implementation of anti-bribery measures and the investigation of alleged bribery.

Employees, Governors and Associated Persons should seek advice from the Anti-Bribery Compliance Officer in the first instance if they have any questions or concerns with regard to this Policy or its interpretation. The Anti-Bribery Compliance Officer will treat any questions or concerns raised with him/her on a confidential basis unless a breach of this Policy has been committed.

5. Gifts

This Policy does not prohibit Foundation employees from accepting normal and appropriate gifts, such as those given to a teacher by a pupil or parent as a thank you for providing extra tuition or other support.

A gift above the value of £100 arising from or connected with your employment must not be accepted without first notifying the Head and specifying the nature of the gift and the circumstance in which it is being offered. If, in the reasonable opinion of the Head, acceptance of the gift is inappropriate you must decline it.

The giving of a gift of modest value bearing the name or insignia of the Foundation, such as pens, calendars, diaries etc, or the receipt of such a modest value gift bearing the name or insignia of the organisation giving them is considered acceptable.

If an employee is in doubt as to whether a potential act, invitation or gift constitutes bribery, then he/she should seek guidance from the Head.

6. Hospitality and entertainment

Normal and appropriate hospitality is considered an accepted part of Foundation practice, such as the provision of lunch to prospective pupils and parents. However, lavish corporate hospitality, such as restaurant meals, tickets to sporting events, foreign travel invitations costly presents, provided by the Foundation may be an offence under the Bribery Act 2010 if it is used to secure an advantage.

The acceptance by an employee of lavish hospitality provided by a parent or external body may constitute a bribe or improper inducement. An employee who is invited to what he/she considers may be regarded as lavish hospitality or entertainment must not accept the invitation without first notifying the Head and specifying the nature of the gift and the circumstance in which it is being offered. If, in the reasonable opinion of the Head, acceptance of the invitation is inappropriate you must decline it.

7. Discounts for goods and services

Discounts for goods or services offered by a supplier of goods or services to the Foundation must not be accepted by an employee as a personal benefit. All discounts from suppliers for orders made by Purchase Orders or on other contract agreements is acceptable provided that the Foundation itself receives the discount.

8. Bursary or Scholarship Award

The Foundation will determine a bursary award in accordance with the objective criteria set out in the Bursary Policy.

The Foundation will determine a scholarship award in accordance with the objective criteria set out on the School website.

9. Overseas pupil recruitment Agents/Agencies

The Foundation does not permit a payment or other inducement other than that in accordance with the contract for service with that agent/agency to be made to an agent/agency overseas acting on the Foundation's behalf in the recruitment of pupils.

10. Foreign Officials

The Foundation does not permit a payment or other inducement to be made to a Foreign official to facilitate personal benefit of its employees or pupils when abroad unless the payment is a written legal requirement.

11. Register of Gifts and Benefits, including hospitality and entertainment

The Court has determined to maintain a Register of Gifts and benefits given and received with a value in excess of £100.

An employee who is offered a gift or benefit which has a value in excess of £100, including hospitality or entertainment, must not accept the gift or benefit without first notifying the Head, specifying the nature of the gift and the circumstance in which it is being offered and the agreement of the Head to the acceptance of the gift or benefit (see paragraph 6 above). All gifts and benefits (including hospitality or entertainment) given or received by Foundation employees, Governors and Associated Persons of a value in excess of £100 arising from or connected with employment at the Foundation or actions taken in behalf of the Foundation must be notified in writing to the Anti-Bribery Compliance Officer with 7 days of the receipt of the gift or benefit.

The Register of Gifts will be reviewed by the Nominations and Governance Sub-Committee of the Court of Governors at the Spring and Autumn meetings of the

Committee on behalf of the Court of Governors as part of the monitoring process of the policy and its effectiveness (see Paragraph 13 below).

12. Raising a concern or “Whistleblowing”

All employees, Governors and Associated Persons have a responsibility to assist the Foundation in the prevention of bribery and to report any concern relating to a suspected instance of bribery or other inappropriate inducement. The Foundation is committed to providing employees, Governors and Associated Persons with a confidential and safe process for reporting any suspicion of bribery or inappropriate inducement or suspicious activity.

Concerns or suspicions should be reported to the Anti-Bribery Compliance Officer who will treat this as confidential in the first instance. The Anti-Bribery Compliance Officer will as soon as possible undertake an informal investigation to evaluate the report or concern and determine whether or not it may be resolved internally through the Disciplinary Process or reported to the Police or other external authority.

The Governors are committed to ensuring that nobody suffers detrimental treatment through refusing to accept or offer a bribe or other inducement, or because of reporting a concern or reasonable suspicion in good faith.

13 Monitoring

The Court has delegated the monitoring of this Policy and the effectiveness of its procedures to the Nominations and Governance Sub-Committee of the Court of Governors. Any deficiency that is noted in the Policy and its procedures will be remedied as soon as is reasonably practicable. The Nominations and Governance Committee will undertake a triennial review of this Policy.

14 Business activities risk assessments

Risk assessments on the Foundation’s business activities are attached. Risk assessments are a continual exercise and periodical reviews of the risk assessments will be undertaken by the Anti-Bribery Compliance Officer annually as part of the normal auditing procedures of the operation of the Foundation and when it does business in a different way or changes business procedures.

Last review: Nominations and Governance Committee September 2011