



Kennett Community Land Trust

Anti-Bribery Policy

Kennett Community Land Trust is a Community Benefit Society registered with the FCA under number 7443, registered office 66 Station Road, Kennett, Newmarket CB8 7QF

1 Purpose of this Policy

This policy sets out Kennett Community Land Trust (“KCLT”) commitment to conducting business ethically and in compliance with the Bribery Act 2010. It aims to prevent bribery and corruption in all forms and to promote a culture of integrity and transparency.

2. Key Legislation and Regulation:

- Fraud Act 2006
- Bribery Act 2010
- Criminal Finances Act 2017
- Regulator of Social Housing - Governance and Financial Viability Standard

3. Scope of this Policy

This Policy applies to:

- All Trustees, employees, managers, and directors
- Contractors, consultants, agency staff, and temporary workers
- Third parties acting on behalf of KCLT including suppliers and partners
- Community members involved in campaigns linked to our activities
- Residents involved in formal constituted groups (whether established on a long-term basis or ad-hoc)

4. Policy Statement

As a charitable registered society under the Co-operative and Community Benefit Societies Act 2014, KCLT is committed to conducting all our business in an honest and ethical manner, eliminating corruption and bribery and achieving the highest standards of good governance in all its activities.

KCLT wishes to carry out its business transparently and fairly and therefore operates a zero-tolerance policy towards bribery by or of anyone who could be viewed as associated with.

KCLT. It is committed to acting professionally, fairly and with integrity in all its business dealings and relationships, and implementing and enforcing effective systems to counter bribery.

KCLT strictly prohibits:

- Offering, giving, soliciting, or receiving bribes
- Facilitation payments (unofficial payments to secure routine actions)
- Kickbacks or improper gifts intended to influence business decisions

Bribery is a criminal offence. Any person acting on behalf of, employed or conducting activities associated with KCLT must not engage in any activity that could be construed as bribery or corruption.

Incidences of bribery could lead to KCLT's reputation being damaged and also lead to deterioration in its relationship with its residents, the local community, its business partners and other stakeholders.

5. Fraud

This term is used to describe acts such as deception, bribery, forgery, extortion, corruption, theft, embezzlement, misappropriation, false representation, concealment of material facts, collusion, money laundering.

The criminal act is the attempt to deceive, and attempted fraud is therefore treated as seriously as accomplished fraud.

The Fraud Act 2006 sets out for the first time a legal definition of fraud which identified three classes of fraud being:

- Fraud by false representation
- Fraud by failing to disclose information
- Fraud by abuse of position

6. The Bribery Act 2010 ('the Act')

The Act contains four principal bribery offences:

- **Bribing Another Person** - Offering, promising, or giving a financial or other advantage to induce or reward improper performance of a relevant function or activity.
- **Being Bribed** - Requesting, agreeing to receive, or accepting a financial or other advantage intending that a function or activity be performed improperly.
- **Bribery of a Foreign Public Official** - Offering, promising, or giving an advantage to a foreign public official with the intention of influencing them in their official capacity to obtain or retain business or a business advantage.
- **Failure of Commercial Organisations to Prevent Bribery** - A corporate offence where a commercial organisation fails to prevent bribery by a person associated with it, unless it can demonstrate it had adequate procedures in place to prevent such conduct.

7. Definitions

- **Bribe**: A financial or other advantage offered, given, received, or requested to induce or reward improper performance of a function or activity.
- **Facilitation Payment**: A small, unofficial payment made to a public or government official to expedite or secure the performance of a routine duty or service they are already obligated to perform, including payments to obtain permits, or process paperwork more quickly
- **Kickback**: A form of negotiated bribery where a commission is paid to the bribe-taker in exchange for services rendered.

8. Gifts and Hospitality

KCLT recognises that modest gifts and hospitality, including loyalty discounts can play a legitimate role in building relationships. However, to uphold integrity and comply with the Bribery Act 2010, the following rules apply:

- **Prohibited Conduct:** Gifts or hospitality must never be offered, given, or received with the intention of influencing a decision, securing a business advantage, or rewarding improper performance.
- **Thresholds:**
 - Gifts and hospitality must not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of the Chair of the Board of Trustees ("Chair").
 - Any gift or hospitality with a value exceeding £25 must be declared and approved in advance by a senior manager.
 - Cumulative offers from the same source exceeding £100 in a calendar year must also be reported.
- **Register:** All gifts and hospitality above £25 must be recorded in the Gifts and Hospitality Register, maintained by the Board of Trustees (appendix A)
- **Permitted Examples:** Light refreshments at meetings, low-value promotional items, or seasonal tokens under £25 may be acceptable, provided they are proportionate and not recurrent.
- **Third Parties:** The Board of Trustees will ensure that contractors, suppliers, and partners are aware of and adhere to this policy.
- **Expenses:** All expenses claims must be properly recorded and supported by receipts (other than for one-off amounts of £25 or less or in exceptional circumstances where the Chair waives the requirement for a receipt). Expenses claimed by any residents involved in formal constituted groups must follow the criteria as set in their terms of reference documents

Any uncertainty about the appropriateness of a gift or hospitality should be discussed with the Chair or your line manager before acceptance.

9. Facilitation Payments and Kick Backs

KCLT do not make, and will not accept, facilitation payments or kickbacks of any kind.

Kickbacks are typically payments made in return for a business favour or advantage. All workers must avoid any activity that might lead to, or suggest that a facilitation payment or kickback will be made or accepted.

10. Donations

KCLT will only make charitable donations that are legal and ethical under the relevant laws and practices. No donation must be offered or made without the prior approval of the Company Secretary or if there is a specific delegation to a particular member of the trust to enable decisions to be made under specific limits.

11. Tax Evasion

KCLT has a zero-tolerance approach towards tax evasion and no activities carried out by KCLT will facilitate the evasion of taxes.

Fraud may be perpetrated by staff, customers, consultants, suppliers, contractors or development partners. Fraud is an ever-present threat to our scarce resources, and all members should be alert for the signs of fraud and be aware that it is their responsibility to report their concerns to the Trust. Members of the public and Board members are encouraged to report concerns through our Whistleblowing Policy.

12. Regulatory Obligations

Irrespective of the amount involved, all cases of proven fraud shall be report to the police as soon as they are discovered.

The Regulator for Social Housing's Fraud Reporting Guidance for Registered Providers (issued March 2021) places obligations on Registered Providers to:

- As part of an organisation's governance structure, establish a fraud risk management programme, including written policies
- Undertake a periodic assessment of fraud risk exposure to identify specific potential schemes and events which may require mitigation
- Establish fraud prevention techniques to mitigate risk
- Establish fraud detection measures
- Establish a reporting process to solicit input on potential fraud
- Ensure a co-ordinated approach for timely investigation and corrective actions
- Produce an annual report to the Regulator on fraud losses

Details of any suspected frauds will be maintained within the Fraud Register. Operational responsibility for maintaining the fraud register is delegated to the Company Secretary however the above responsibilities fall directly onto line management and may involve all board members and staff in KCLT,

13. KCLT's Charity Status

As set out in the Finance Policy, KCLT's charitable status and the obligation to achieve value for money prevents KCLT from giving hospitality or gifts other than in accordance with its charitable objectives. The following fall within those objectives

- Community events and celebrations
- Trustee, staff and volunteer events to thank them for their work and build relationships are part of KCLT's normal activities provided the expenditure is in line with normal practice and appropriate given KCLT's financial position at the time.
- Conventional hospitality such as occasional lunches with business partners, contractors and advisers (to facilitate meetings, improve working relationships or show appreciation for services, but not for the purposes mentioned in paragraph 6.2) are likely to be justifiable expenditure but should be approved in advance by the Treasurer and recorded by KCLT.
- Other hospitality or gifts to individuals should only be given by KCLT in accordance with a scheme approved by the Board of Trustees that sets out clear qualification criteria and the evidence of satisfaction of those criteria that is to be collected.
- Other hospitality or gifts to companies or organisations (not simply as a result of their participation in a wider KCLT community event) may only be made to other charities that have objects in line with those of KCLT.
- KCLT can make charitable donations in accordance with its objects and with express board approval, but not in return for any benefit being conferred on KCLT by the recipient charity. KCLT does not make political donations

14. Responsibilities and Management

The Anti Bribery Act introduces a strict liability offence for commercial organisations where someone associated with an organisation commits an act of bribery to obtain or retain business or a business advantage. Strict liability means that KCLT may be liable in law without the finding of fault. At court, it need only be proved that a bribe was made by someone associated with KCLT with the intention of giving KCLT a business advantage, whether or not KCLT encouraged such action or was aware of it. The responsibilities under the Act therefore need to be taken extremely seriously.

- Prosecution under the Act could result in KCLT receiving an unlimited fine and potentially KCLT becoming debarred from being a registered provider of affordable housing.
- Breaches of the Act could also lead to penalties for KCLT's senior officers with whose "consent or connivance" bribery was committed. Individuals can be found guilty of bribery and, in the most serious cases, be liable, on conviction, to imprisonment for up to 10 years, to a fine, or to both.
- In addition, individuals could be liable for bribing or receiving a bribe. Again, such individuals could be liable, on conviction, to imprisonment for up to 10 years, to a fine, or to both.
- There is a defence to the corporate offence if KCLT can show it had "adequate procedures" in place, designed to prevent bribery. The Ministry of Justice has issued guidance which sets out six broad management principles to assist organisations to put in place proper anti-bribery procedures. KCLT will be following these principles to show that it is committed to eliminating bribery within KCLT.

Principle responsibilities:

- **Board of Trustees or Compliance Officer:** Responsible for policy oversight, training, and investigation of breaches.
- **Employees:** Must read, understand, and comply with this policy.
- **Managers:** Must ensure their teams are aware of and adhere to the policy.

The management principles are:

- **Proportionality** – anti-bribery policies and procedures should be proportionate to the activities and size of KCLT, the sector in which it operates and the risks it faces;
- **Top level commitment** – establishing a clear culture within KCLT in which bribery is unacceptable;
- **Risk assessment:** understanding and keeping up to date with the bribery risks it faces by carrying out risk assessments as required;
- **Due diligence:** KCLT needs to know about who it does business with, who it's paying money to and why – and make sure KCLT's partners also have reciprocal anti-bribery agreements in place;
- **Communication:** ensure that all those associated with KCLT know the procedures to follow in situations which may be sensitive to bribery. KCLT must ensure that its anti-bribery policies are embedded in KCLT's culture, not just a "box-ticking" exercise;
- **Monitoring and review:** through audit and other internal controls KCLT must monitor its anti-bribery procedures to prevent and detect bribery, to make sure its procedures are working.

15. Reporting Concerns

If you believe or suspect that a breach of this Policy has taken place, or may occur in future, for example if a contractor offers you something in return for business, you must notify your Line Manager or the Chair immediately.

You must tell the Chair if you have any concerns or suspicions that any of your colleagues may be involved in bribery or corruption at the earliest possible opportunity. Alternatively, if you are uncomfortable in doing this, you should raise your concerns or suspicions following the procedure set out in KCLT's Whistleblowing Policy.

KCLT is keen to encourage openness and will support you if you raise genuine concerns you have under this policy (even if they later turn out to be mistaken). KCLT wants to ensure no one suffers detrimental treatment (including disciplinary action or dismissal, threats etc) because of such reporting or because of refusing to take a bribe. If you feel you have suffered such treatment, contact the Chair or the Secretary of the Trustees

Reports will be treated confidentially and investigated promptly. No employee will suffer retaliation for reporting in good faith.

You should seek advice from the Chair if you are unsure about how the provisions of this Policy should be applied. Where appropriate, the Chair should seek legal advice on anti-bribery issues.

16. Breaches and Sanctions

KCLT will treat any breach of the Anti-Bribery Policy very seriously indeed. Any alleged breach of the Policy will be investigated by KCLT.

- A breach of the Anti-Bribery Policy by a Board of Trustee member will be treated as a breach of his or her duties and obligations to KCLT and the board member may be asked or required to step down from the board.
- A breach of the Policy by an employee will be treated as a disciplinary matter under his or her contract of employment and an appropriate sanction may be applied, up to and including dismissal. An investigation into any allegation of such a breach made against an employee will be conducted in accordance with KCLT's relevant policies for such investigations. This policy does not form part of any employee's contract of employment and it may be amended at any time.
- A breach of the Policy by third-party contractors, consultants, agency staff, and temporary workers will result in termination of the contract.
- A breach of the Anti-Bribery Policy by community members or resident involved in a formal constituted group will be treated as a breach of their undertaking to KCLT made on joining that group, and will be subject to investigation by the board.
- Where KCLT discovers bribery has taken place, the Chair will consider whether the situation warrants full disclosure to the Serious Fraud Office, which may result in a criminal prosecution under the Bribery Act 2010

Examples of Bribery

The following list contains some examples of acts which should set alarm bells ringing and which should be reported to the Chair. These are to give you an idea of the sort of behaviour which is unacceptable and which could have serious consequences, but please note this list is not exhaustive:

- You learn that one of the contractors you regularly deal with has a reputation for paying bribes or requiring that bribes are paid to them;
- A supplier asks you to provide an invoice or receipt when no money is payable or has been paid;
- A supplier insists on being paid in cash and/or refuses to sign a formal agreement;
- A contractor offers to pay you cash to provide employment for a friend or relative;
- You notice that KCLT has been invoiced for a payment which seems large given the service / goods which have been provided;
- You are offered an unusually generous gift or lavish hospitality;
- You are offered substantially discounted fees for supply of goods to you as a private person; or
- You are offered a payment in cash if a contract is awarded to the contractor / supplier

17. Training and Communication

All Trustees and employees will receive training on anti-bribery measures. The policy will be communicated to all relevant third parties.

Board members, employees (including consultants, contractors and agents) and residents involved in local campaigns or formal constituted groups will be required to sign a written confirmation that they have read and understand this Policy.

A sub-committee formed by the board shall monitor the level of understanding of this Policy and its practical application amongst those associated with KCLT and recommend whether or not training is required for specific groups.

18. Equality, Diversity and Inclusion

KCLT is committed to promoting equality, diversity, and inclusion in all aspects of its work. We believe that embracing diversity strengthens our community, enhances our services, and reflects our core values of respect, fairness, and integrity.

We aim to create an environment where everyone feels valued, respected, and empowered—regardless of their background, identity, or circumstances.

We will apply this policy consistently and fairly and will not discriminate against anyone based on any protected characteristics, including those set out in the Equality Act 2010

19. Review and Monitoring

- The Board will task a sub-committee with monitoring the operation and adequacy of this Policy on a yearly basis and reporting to the Board on any problems.
- All gifts and hospitality outside of the thresholds stated will be recorded on the Gifts and Hospitality Register
- Concerns relating to alleged bribery will be recorded and dealt with by the board of trustees in line with this policy, applicable legislation at the time of the concern and the Trustee Handbook and governance framework
- This policy will be reviewed every two years or following legislative changes
- If you have any questions on this Anti-Bribery Policy or any of the issues covered within it, please contact the Chair.

20. Related Policies and Documents

This policy needs to be read alongside KCLT's other policies and procedures from time to time including the Finance Policy, any HR policies and staff contracts of employment and any tendering or procurement procedures.

- Finance Policy
- Anti- Bribery Policy
- Whistleblowing Policy
- Trustee Handbook and governance framework
- Privacy Policy
- Equality, Diversity and Inclusion Policy
- Customer Feedback and Complaints Policy
- Tenancy Agreement

21. Policy Review Record

Version Number	Status	Revision Date	Summary of Changes
Version 02	Approved	October 2025	Policy redrafted for Registered Provider status, sections 4, 12-15 added

Appendix A

Anti-Bribery Gifts and Hospitality Register

This register supports the organisation's Anti-Bribery and Corruption Policy by recording all offers and acceptances of gifts and hospitality. It ensures transparency, mitigates risk, and demonstrates compliance with the Bribery Act 2010.

All employees, trustees, contractors, and volunteers must record:

- Any gift or hospitality offered or received with a value exceeding £25
- Any offer that may be perceived as an attempt to influence decision-making
- Any declined offer that raises concern

Approval process

- All entries must be submitted within 5 working days of the offer.
- Line managers must review and approve entries.
- The Compliance Officer or designated lead will conduct quarterly audits.

Red flags

- Repeated offers from the same source
- Offers during procurement or tendering processes
- Gifts or hospitality with no clear business justification

Storage & Retention

This register will be maintained securely and retained for a minimum of six years. It may be reviewed by internal audit or external regulators.

Register Format and example entries

Date	Name & Role	Gift/Hospitality Description	Offered By	Est.Value	Accepted/Declined + reason	Decision by	Notes
DD/M M/YY	J Smith – Housing officer	Bottle of wine	Local Contractor	£7	Declined – conflict of interest	P Jones - Manager	Logged for transparency
	T. Brown – Trustee	Invitation to charity dinner	Partner Charity	£50	Accepted – Networking and sector engagement	J Smith - Chair	Approved under policy