

The Chartered Institution of Highways and Transportation

Anti-bribery and corruption policy

Background and objectives

CIHT recognises that as a charitable organisation based in the UK it has a legal duty under the Bribery Act 2010 Section 7 to put in place adequate measures to prevent any person or body associated with CIHT from undertaking bribery and corruption. This policy explains our commitment to the prevention of such conduct, and how we shall implement measures to put that commitment into practical effect.

Our commitment

We are committed to carry on our business anywhere in the World fairly, honestly and openly. We have a zero tolerance of bribery or corruption of any kind. We require all our employees to share our commitment and anyone found to have paid or been party to the payment of a bribe or who has received a bribe will be subjected to disciplinary action for gross misconduct, usually resulting in dismissal. Anyone convicted of an offence under the Bribery Act 2010 will be subjected to disciplinary action for gross misconduct, usually resulting in dismissal.

Our commitment extends to all those with whom our organisation is associated in the carrying on of business and the terms upon which they are engaged. We require a similar commitment from all those with whom we are associated to zero tolerance of bribery and corruption and the implementation of appropriate measures to prevent it.

The Trustees and the senior management of CIHT are fully committed to the prevention of bribery, fraud and corruption. We will monitor and review the operation of this policy on a regular basis. We are equally committed to compliance with the anti-bribery and corruption laws that apply in the other countries of the World where we do business as well as the worldwide jurisdiction of the UK law.

What is “bribery”?

The essence of the UK law offence of bribery is that a person offers promises or gives another person a financial or other advantage intended to induce the other person to improperly perform a function or activity or to reward that person for such improper performance or where it is known that the acceptance of the advantage by that person is itself improper performance of a function or activity, provided that a person performing the function or activity is expected to perform it in good faith, impartially, or by performing it in a

position of trust. A function or activity is performed improperly when it is performed in breach of what a reasonable person in the UK would expect in relation to the performance of the type of function or activity involved.

It is both an offence to bribe or to ask for or receive a bribe. The Bribery Act 2010 creates four offences:

1. Bribing another person.
2. Being bribed.
3. Bribing a foreign public official.
4. Failing to prevent bribery. (This offence can only be committed by corporate bodies).

Reasonable and proportionate hospitality, promotional business expenditure and other bona fide promotional activities that form part of an established way of doing business and are not motivated by an intention to induce the recipient to do something improper are not prohibited by the Bribery Act 2010.

Assessment of the risk of bribery

In order to implement effective and adequate procedures to prevent bribery it is necessary to assess the risk of bribery within the work of CIHT. The Board of Trustees have considered bribery as part of their overall risk management assessment.

This has identified that there is a risk of bribery in the following areas of our business:

- In awarding contracts to suppliers of services to CIHT (e.g. for office services, journal publication, computer/web/database support)
- In bidding for contract work (e.g. to support WRA, UKRLG)
- In giving or receiving hospitality (e.g. when attending dinners, events etc.)

Although bribery is identified as a potential risk in the context of CIHT's activities as a relatively small organisation with a low level of commercial and contract activity the risks involved have been assessed as low.

Risk management procedures

a) Terms and conditions of employment.

It is a condition of employment of all staff that:

- You may not promise offer or give, or cause to be promised offered or given, any form of bribe and the acceptance by you of any form of bribe is forbidden.

- You also must not give or accept or arrange for a third party to give or accept, gifts entertainment or hospitality including charitable and political donations other than duly authorised by the Director of Corporate & Business Services in accordance with CIHT's anti-bribery and corruption policy.
- Any offer to you of entertainment or hospitality or a gift or favour should be reported to your manager and should only be accepted when duly authorised by the Director of Corporate & Business Services in accordance with CIHT's anti-bribery and corruption policy.
- Any breach of your employer's anti-bribery and corruption policy and procedures shall be treated as gross misconduct under your employer's disciplinary procedure.

b) Disciplinary Policy.

Our disciplinary policy provides that any employee who;

- Offers, gives, accepts or solicits any bribery (as defined by the Bribery Act 2010) or is party to or consents to or allows the participation of anyone else (whether an employee of CIHT or not) in an act of bribery shall be guilty of gross misconduct and liable to summary dismissal.

c) Register of entertainment, hospitality, and gifts.

- All entertainment, hospitality and gifts shall be recorded in CIHT's hospitality register. This includes all permitted acts of entertainment, hospitality and gifts by or on behalf of CIHT and all entertainment, hospitality and gifts received by CIHT or its employees, contractors and agents.

d) Terms of Business.

Our terms of business with all customers, agents, contractors and any suppliers of entertainment or hospitality are made on the express basis that:

- CIHT will not tolerate bribery in any form.
- Entertainment or hospitality offered or provided by or on behalf of CIHT should be only be accepted on the basis that there is absolutely no expectation or implication by CIHT or by any other party that anyone who is in receipt of such entertainment or hospitality will perform a function or activity other than in good faith, impartially, or in a position of trust and to the standard of what a reasonable person in the UK would expect in relation to the performance of the type of function or activity involved.
- Entertainment or hospitality offered or provided to CIHT or any employee or agent or contractor on behalf of CIHT can be only be accepted on the basis that there is absolutely no expectation or

implication by CIHT or by any other party that anyone who is in receipt of such entertainment or hospitality will perform a function or activity other than in good faith, impartially, or in a position of trust and to the standard of what a reasonable person in the UK would expect in relation to the performance of the type of function or activity involved.

e) Training

All employees and agents and contractors of CIHT shall receive training in the Bribery Policy and the procedures adopted by CIHT to prevent bribery.

f) Due Diligence Enquiries.

All employees, agents, contractors and those otherwise associated with CIHT shall during the recruitment or contracting process be subject to enquiries to ensure that they have not participated in past acts of bribery.

Monitoring and training.

CIHT will monitor the register of entertainment, hospitality, and gifts. CIHT has appointed the Director of Corporate Services as its Compliance Officer with responsibility for maintaining the Register and monitoring the activities of CIHT to ensure that the policy is adhered to. All staff and agents and contractors will undergo training.

What to do if you suspect bribery, fraud or corruption.

Any employee or anyone associated with CIHT who suspects that there is bribery, fraud or corruption must report it to the Compliance Officer. CIHT's Whistleblowing Policy applies to all reports of suspected bribery, fraud or corruption. If you are offered a bribe or asked to make a bribe you must report this. We are committed to ensure that no one suffers any detriment as a result of refusing to accept or take part in bribery or corruption or reporting their concerns or suspicions of bribery or corruption in good faith. If you believe that you have suffered such a detriment you should raise it under the Grievance Procedure.

Donations to charity, political donations and sponsorships.

Payments made as donations to charity or political organisations or parties and sponsorships may be used as a subterfuge to hide bribery.

Summary and conclusions.

CIHT has a zero policy on bribery, fraud and corruption. It has assessed the risk of bribery in the conduct of its business and implemented preventative measures to prevent bribery.

Policy for the provision of gifts, entertainment, or hospitality by the business

This policy does not prohibit normal and appropriate hospitality (given and received) to or from people outside the business.

Gifts

The giving or receipt of gifts is only permitted, if the following requirements are met:

1. it is not made with the intention of influencing someone to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours, benefits or money;
2. it complies with the law;
3. it does not include cash or a cash equivalent (such as gift certificates or vouchers);
4. taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time in the circumstances; for example it is customary for small gifts to be given at Christmas time;
5. it is not given secretly;

Gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of your line manager and the Director of Corporate & Business Services.

CIHT appreciates that the business practice of giving gifts or the provision of entertainment or hospitality varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

Entertainment and hospitality

Any entertainment or hospitality provided by or on behalf of CIHT must be approved by the Director of Corporate & Business Services.

Entertaining of clients/customers, business partners or suppliers or contractors or of potential clients/customers, business partners or suppliers or of anyone in the promotion of the business is only permitted, if the following requirements are met:

1. it is not provided with the intention of influencing someone to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours, benefits or money;
2. it complies with the law;
3. it does not include payment of cash or a cash equivalent (such as gift certificates or vouchers);
4. taking into account the reason for the entertainment or hospitality, it is of an appropriate type and value and provided at an appropriate time in the circumstances; for example it is customary for parties and dinners to be held at Christmas time;
5. it is not given secretly;
6. the purpose of the entertainment or hospitality is to meet people, introduce Company staff to clients/customers, business partners or suppliers or contractors or potential clients/customers, business partners or suppliers in the interests of promoting the business of CIHT and raising the profile of CIHT;
7. it is within the boundaries of normal and appropriate hospitality in the industry, and in the area where it is provided.

Deliberate non-disclosure of gifts or hospitality may be treated as fraud and will be dealt with accordingly.

Trivial gifts, or entertainment or hospitality

Nothing in this policy or the anti-bribery and corruption policy shall prohibit the giving or receiving of trivial gifts of a promotional nature (for example tee shirts, pens or diaries) or provision of entertainment or hospitality of a trivial nature (for example buying someone a cup of coffee or a glass of wine or a sandwich for lunch on a social occasion or event).