

Anti-Bribery Policy

The AA is committed to carrying out its academic, business and charitable functions in an honest and ethical manner and to observing the provisions of the Bribery Act 2010, in respect of its conduct both at home and overseas.

The AA requires staff working at all levels within the organisation and any other person associated with it or its subsidiaries wherever located in the United Kingdom or abroad to act honestly and with integrity and to safeguard the resources for which they are responsible.

The Bribery Act came into force on 1 July 2011, and its provisions apply to all business of the AA and its subsidiaries. The Bribery Act creates a number of new bribery and corruption offences and holds individuals, businesses and institutions liable for failing to prevent bribery carried out on their behalf, irrespective of whether the bribe takes

place in the UK or overseas. The sanctions for these offences include up to 10 years imprisonment for the individuals responsible.

In addition, if the AA is found to have connived in or consented to acts of corruption undertaken in its name, the penalties include personal liability for senior managers and an unlimited fine and significant reputational damage for the AA.

Scope

This policy applies to all individuals working at all levels within the organisation, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, seconded staff, agency staff, volunteers, interns, agents, sponsors, or any other person associated with the AA or its subsidiaries wherever located in the United Kingdom or otherwise engaged in AA business overseas.

Top-level commitment is an essential feature of compliance of the Bribery Act and colleagues and associates with management responsibility are expected to share the commitment of the AA's trustees and directors to observe and implement the spirit and terms of this policy.

Definitions

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. Acts of bribery or corruption are designed to influence the individual in the performance of his/her duties and incline him/her to act contrary to known rules of honesty and integrity.

It is an offence under the Bribery Act to:

- Offer a bribe;
- Receive a bribe;
- Bribe a foreign official; and
- Consent or connive to the commission of a bribery offence by anyone associated with the AA in respect of business carried out on its behalf.

This policy does not prohibit the occasional exchange of business gifts, meals or low-level entertainment within the bounds of normal business practices and which is meant to create goodwill and enhance relationships. However, if the receipt of business courtesies becomes excessive, it can create a sense of personal obligation on the part of the recipient. Such sense of obligation can interfere with the individual's ability to be impartial in the transaction.

The AA does not wish to stifle the development of good working relationships with suppliers, agents, contractors or officials. However, the actions must be transparent, proportionate and auditable. The AA expects its business partners, agents, suppliers and contractors to act with integrity and without any actions that may be considered as an offence within the meaning of the Bribery Act.

Guidance

When giving or receiving gifts and hospitality, it should be considered whether the following requirements are met:

- It is not made with the intention of influencing a third party 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 or benefits;
- It complies with local law;
- It does not include cash or a cash equivalent (such as gift certificates or vouchers);
- Taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time; and
- It is given openly, not secretly.

Gifts should not be offered to or accepted from government officials or representatives, or politicians or political parties, without the prior approval of the Company Secretary.

It is not acceptable for you (or someone on your behalf) to:

- Give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;

- Give, promise to give, or offer a payment, gift, or hospitality to a government official, agent or representative to “facilitate” or expedite a routine procedure;
- Accept payment from a third party when it is known or expected that it is offered or provided with an expectation that a business advantage will be provided by the AA in return;
- Threaten or retaliate against a colleague or third party who has refused to commit a bribery offence or who has raised concerns under this policy; or
- Engage in any activity that might lead to a breach of this policy.

If a gift or hospitality is not in keeping with circumstances then it must be refused. Every effort should be made not to cause offence when refusing a gift or hospitality.

In no circumstances must any gift of cash (or cash equivalent) be made or received by an employee or agent of the AA. In some countries, it is customary practice to make payments or gifts of small value to junior government officials in order to speed up or facilitate a routine action or process. However, this is not permitted under the Bribery Act and the AA does not, therefore, support or endorse the making or accepting of facilitation payments by staff and anyone carrying out business on its behalf.

Individuals covered by this policy who are asked to make a payment on behalf of the AA should be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. Receipts should always be requested for payments, and these should set out clearly detailed reasons for the payment.

In the event that a facilitation payment is being extorted, or if you are forced to pay under duress, the payment must be recorded and reported without delay under the procedure as set out in the section “How to Raise a Concern” in this policy.

The AA supports charitable giving and initiatives by colleagues. However, it is only open to the AA to make charitable donations at an institutional level in limited prescribed circumstances, and any such requests should first be referred to the School Director.

Responsibilities

All individuals covered by this policy must ensure that they have read, understood and will comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for or associated with the AA. All individuals covered by this policy are required to avoid any activity that might lead to, or suggest a breach of this policy. Effective risk assessment in order to evaluate and mitigate risk is an essential element of this policy. Colleagues must assess the vulnerability of their activities, particularly overseas, on an on-going basis.

Individuals should notify the Company Secretary as soon as possible if they believe or suspect that a conflict with this policy has occurred, or may occur in the future.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. (See the Disciplinary Procedure)

Record Keeping

The AA has a duty to monitor the fact that employees, workers and those associated with the AA are observing the terms of the Bribery Act. The AA is required to keep financial records and to have appropriate internal controls in place, which will evidence the business reason for making payments to third parties. (See the Financial Framework for further details.)

All hospitality and gifts accepted or offered must be recorded by notifying the Company Secretary.

All expense claims relating to hospitality, gifts or expenses incurred to third parties must be submitted in accordance with the Expenses Policy and Financial Framework, and the specific reasons for the expenditure set out in the claim.

How to Raise a Concern

All individuals covered by this policy are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised with your HoD in the first instance. If further guidance is required, this should be sought from the Company Secretary. Malpractice may be reported by following the procedures set out in the AA's Whistleblowing Policy.

All individuals covered by this policy must inform their Company Secretary as soon as possible if a bribe is offered or requested by a third party or it is suspected that this may happen in the future, or if another form of unlawful activity is known or suspected. Any instances of bribery or attempted bribery should also be reported promptly to the Company Secretary. If the bribery concerns the Company Secretary, the concern may be reported directly to the School Director's Office.

Colleagues who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing are sometimes worried about possible repercussions. The AA will support anyone who raises genuine concerns in good faith under this policy.

The AA is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future.

Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. Anyone believing he/she has suffered any such treatment should inform the Company Secretary. The AA's HR department may be contacted for advice and support. If the matter is not remedied, employees should raise it formally using the AA's Grievance Procedure.