

## **Anti-Bribery Policy**

inlingua Leeds is subject to all UK laws and regulations, including the Anti-Bribery Act 2010.

### What is 'bribery'?

Bribery is the act of giving money, services, gifts and other rewards in exchange for subverting regular activities. This can include gifts in exchange for being given passing grades, or being awarded contracts in exchange for allowing illegal activities to go on under the guise of the business. Bribery is illegal and inlingua Leeds is committed to not allowing this into any part of the business.

### Anti-Bribery Act 2010

inlingua Leeds is committed to eliminating all circumstances that may lead to bribery happening. It has a strict Code of Conduct for teachers and other staff members. Gifts from students and partner agencies are discouraged, although permitted if small and reasonable. This is defined as something less than £20, and typically something like chocolates, cards or traditional gifts like tea or dates. Larger or more elaborate gifts (for example, jewellery, tickets or clothes) must be declared to the management team, who will judge whether the gift is acceptable or not. inlingua Leeds recognises the wish of students and partners to thank their staff, but state that this must be kept to a reasonable amount.

If any favouritism or preference towards any party is suspected, all staff and students are encouraged to report this to management immediately. This may lead to disciplinary action.

### Bribery at an organisational level

If any person or organisation suspects any bribery or corruption at inlingua Leeds or among the management, they should contact EnglishUK online and an investigation will take place.

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Management