



## ANTI-BRIBERY POLICY

VI AB 001

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## Anti-Bribery Policy

### 1.0 Definition

Bribery is the accepting of gifts, money, hospitality or other favours in return for providing something of value to the briber. The purpose of this policy is to set out the rules that must be followed in this organisation to ensure that no bribery occurs.

### 2.0 Unacceptable Behaviour

The following behaviour is unacceptable, and must not occur in this organisation

- Accepting any financial or other reward from any person in return for providing some favour.
- Requesting a financial or other reward from any person in return for providing some favour.
- Offering any financial or other reward from any person in return for providing some favour.

### 3.0 Business Gifts

From time to time, customers, suppliers or other persons might offer a gift to an employee. This could be a small item, or something of considerable value.

All gifts, however small, must be reported to the General manager. No gifts with a value of more than €100 may be accepted. If a gift is offered and then refused because of its value, this must be reported to the General Manager and/or Board of Volleyball Ireland.

### 4.0 Hospitality

From time to time, customers, suppliers or other persons might invite and employee or board member to a hospitality event. All such invitations must be reported to the General Manager or President who will confirm acceptance.

### 5.0 Offering Gifts and Hospitality

It is this organisation's custom to offer small gifts (e.g. pens, diaries) to customers, suppliers and other persons. If a gift is authorised by the General manager, the employee is entitled to give it to the appropriate individuals. A record must be kept of all gifts.

This organisation occasionally runs awards events or dinners, primarily aimed at thanking members, volunteers and suppliers for their custom and loyalty. An employee must not organise any additional hospitality event without seeking authority from the General Manager and/or President.

### 6.0 Responsibilities

The Office Manager is responsible for keeping a record of all gifts and hospitality that are offered and/or received by employees and/or Board Members.

### **7.0 Attempts to Bribe**

Any employee or board member who is concerned that he or she is potentially being bribed should report this matter to the General manager or President immediately.

### **8.0 Donations to Organisations**

Volleyball Ireland may make donations to charity and these are managed by the General manager. No employee may make donations on behalf of the organisation without prior approval from the General manager.

### **9.0 Disciplinary Action**

Any employee found to have offered or accepted a bribe will face disciplinary action which could include dismissal for gross misconduct.

### **10.0 Raising Concerns**

If an employee is concerned that acts of bribery are occurring, then he/she must report this to the General manager and/or a Board Member.