

Anti-Bribery and Corruption Policy

1. Introduction

At BAFTA we value our reputation and are committed to maintaining the highest standards of honesty and integrity in the conduct of our business affairs, and to complying with the requirements of the UK Bribery Act 2010.

We operate a zero tolerance approach to the making or receiving of bribes or corrupt payments, in any form. The actions and conduct of the organisation's staff, as well as others acting on our behalf, are key to maintaining these standards.

This policy sets out what is and is not acceptable in general terms, but if you are in any doubt as to whether any conduct could amount to bribery, the matter should be referred to the Director of Finance, who is the Compliance Officer for this policy.

It is essential that you read and comply with this policy, which applies strictly to all employees, trustees, committee members, consultants, contractors and to any other individuals or bodies associated with the BAFTA group of companies, within all regions, areas and functions.

2. Understanding and recognising bribery and corruption

Acts of bribery or corruption are designed to influence an individual in the performance of their duty and incline them to act in a way that a reasonable person would consider to be improper or dishonest in the circumstances.

Bribery can be defined as offering, promising or giving a financial (or other) advantage to another person with the intention of inducing or rewarding that person to act in a way which a reasonable person would consider improper in the circumstances. This applies equally to acts of bribery funded personally or with company funds. Corruption is any form of abuse of entrusted power for private gain and may include, but is not limited to, bribery.

Bribes are not always a matter of handing over cash. Gifts, hospitality and entertainment, given or received, can be bribes if they are intended or could be interpreted as an intention to influence a decision.

3. Penalties

Under the UK Bribery Act 2010, bribery by individuals is punishable by up to ten years' imprisonment and/or an unlimited fine. If BAFTA or one of its employees or agents were found to have taken part in the bribery or were found to lack adequate procedures to prevent bribery, BAFTA too could also face an unlimited fine. A conviction for a bribery or corruption related offence would have severe reputational and/or financial consequences for the organisation.

4. BAFTA's Policy

BAFTA will not tolerate bribery or corruption in any form. We prohibit the offering, giving, solicitation or the acceptance of any bribe or corrupt inducement, whether in cash or in any other form.

This policy is not intended to prohibit the following practices provided they are appropriate, proportionate and are properly recorded:

- normal hospitality or entertainment (given and received), provided that it complies with the following guidelines:
 - it is reasonable and proportionate (as opposed to lavish or excessive);
 - it is paid for directly to the relevant service provider, not reimbursed to the individual;
 - it does not include cash or cash equivalents (e.g. gift vouchers);

- it is given or received openly, not secretly;
 - in the case of BAFTA providing hospitality, a BAFTA representative is present at the time the hospitality is provided; and
 - it is not offered or given with the intention of bribing the individual concerned.
- the giving and receiving of gifts, provided this complies with the following guidelines:
 - the gift does not include cash or cash equivalents (e.g. gift vouchers);
 - the gift is reasonable and proportionate (as opposed to lavish or excessive);
 - in the case of BAFTA giving gifts, these are only provided to those individuals with whom BAFTA has business dealings and, where appropriate, their spouse or partner;
 - the gift is given or received openly, not secretly;
 - gifts are not given or received as a matter of routine or course and are linked in most cases to a particular occasion or event; and
 - the gift is not offered or given with the intention of bribing the individual concerned.

No hospitality, entertainment or gifts may be given or accepted during a tender process or during contractual negotiations if there is any risk that these could influence the outcome of such processes or negotiations.

If you give or receive gifts, hospitality or entertainment which you estimate has a value of £250 or more, you must disclose this for inclusion in BAFTA's Gift Register, by completing a Gifts Form, available from the Finance team. As BAFTA is a charity, there is not a culture of gift giving and the expectation would be that such gifts would only be given in exceptional circumstances. The Gifts Form includes guidance notes to help you identify what you need to disclose and when.

It may not always be a simple matter to determine whether a possible course of action is appropriate. If you are in any doubt as to whether a possible act might be in breach of this policy or the law, the matter should be referred to the Compliance Officer for this policy.

BAFTA will investigate thoroughly any actual or suspected breach of this policy, or the spirit of this policy. Employees found to be in breach of this policy may be subject to disciplinary action, which may ultimately include dismissal. Individuals found to be in breach of this policy may be reported to the relevant authorities for further investigation, which may lead to criminal proceedings.

This policy sets out the minimum standards and requirements to which BAFTA expects adherence. Where the local laws or customs in any country in which BAFTA is carrying out business provide that a higher standard of conduct is required, then that higher standard must be followed. Anyone acting on behalf of BAFTA must do so at all times in accordance with this policy and all applicable local laws.

The Bribery Act applies to activities both in the UK and around the world. It is relevant to all staff and anyone who supplies services to BAFTA. It is a requirement that all suppliers to BAFTA agree to comply with this policy and their own obligations under the Act.

5. Key risk areas

Bribery can be a risk in many areas of the organisation. Below are the areas you should be aware of in particular:

Excessive gifts, entertainment and hospitality: can be used to exert improper influence on decision makers. Gifts, entertainment and hospitality are acceptable provided they fall within the guidelines outlined above.

Facilitation payments: In certain countries, it may be customary to make payments to local officials in order to obtain the performance of or expedite "non-discretionary or clerical routine government actions" such as obtaining visas or securing customs clearance. Extreme caution must be exercised in

this area as such payments should be considered to be at high-risk of constituting a bribe and should be referred to the Compliance Officer.

Reciprocal agreements: or any other form of 'quid pro quo' are only acceptable if they are legitimate business arrangements which are properly documented and approved by BAFTA management. Improper payments to obtain new business, retain existing business or secure any improper advantage should never be accepted or made.

Actions by third parties for which BAFTA may be held responsible: can include a range of people i.e. agents, contractors and consultants, acting on BAFTA's behalf. Appropriate due diligence should be undertaken before a third party is engaged. Third parties should only be engaged where there is a clear business rationale for doing so, with an appropriate contract. Any payments to third parties should be properly authorised and recorded.

Record keeping: can be exploited to conceal bribes or corrupt practices. We must ensure that we continue to maintain robust controls so that our records are accurate and transparent.

Charitable and political donations: Care must be taken to ensure that charitable donations are made for bona fide charitable purposes. As a matter of policy, BAFTA does not make donations to political parties.

Risks relating to bribery and corruption are considered as part of BAFTA's risk management process, and any specific risks identified would be recorded and managed via the Risk Register.

6. Employee responsibility and how to raise a concern

The prevention, detection and reporting of bribery or corruption is the responsibility of all employees. If you become aware or suspect that an activity or conduct which is proposed or has taken place is a bribe or corrupt, then you have a duty to report this. Any such incidents should be reported immediately to the Director of Finance, who is the Compliance Officer for this policy. If you give or receive gifts, hospitality or entertainment which you estimate has a value of £250 or more, you have a duty to complete a Gifts Form (see section 4).

The Compliance Officer has day to day responsibility for oversight of BAFTA's anti-bribery and corruption efforts and for reporting on progress and compliance with this policy to the Board of Trustees, which retains ultimate accountability for compliance by BAFTA with this policy.

In addition to this policy, BAFTA operates a strict Whistleblowing policy which is available in the Staff Handbook and you can be assured that reporting any concerns will not result in you receiving any negative treatment from BAFTA.

7. Regular review

This policy will be subject to review by the Compliance Officer and the Board of Trustees at least annually, and any changes or additions will be communicated to the wider organisation following approval. You are invited to provide comments or suggestions on the policy to the Compliance Officer.