



Anti-Bribery and Anti-Corruption Policy

Kate's Training CIC

1. Purpose

Kate's Training CIC is committed to acting honestly, fairly and lawfully. We do not accept bribery or corruption in any form. This policy explains the standards everyone connected with our organisation must follow and supports compliance with the Bribery Act 2010.

2. What Bribery Means

Bribery means offering, promising, giving, asking for or accepting money, a gift or another benefit to influence a decision or encourage someone to act improperly.

3. Our Commitment

3.1 Kate's Training CIC has zero tolerance for bribery and corruption. No one may offer, pay, request or accept a bribe, either directly or through another person.

3.2 This rule applies in all dealings, including those with public officials, partners, customers, service users, suppliers and other organisations.

4. Who This Policy Applies To

This policy applies to directors, the company secretary, employees, trainers, volunteers, workers, contractors, consultants, agents, business partners and anyone else acting for or representing Kate's Training CIC.

5. Following the Law

- **Legal duties:** Everyone covered by this policy must follow the Bribery Act 2010 and any other anti-bribery or anti-corruption law that applies to their work.
- **If this policy is broken:** Kate's Training CIC may take disciplinary or contractual action, including dismissal or ending a working relationship. A person may also face criminal investigation or prosecution.

6. What You Must Not Do

- **Offer or accept a bribe:** Do not give, promise, request or accept money or another benefit to influence a decision or gain an unfair advantage.
- **Make facilitation payments:** Do not make unofficial payments to speed up a routine government action or service.
- **Use gifts or hospitality improperly:** Do not offer or accept gifts, hospitality or entertainment that are excessive, inappropriate or intended to influence a decision.

7. Gifts and Hospitality

Gifts and hospitality must be modest, reasonable and appropriate for the situation. You must get approval from the CEO or a director before offering or accepting anything above this level. If you are unsure, ask for approval before acting.



8. Reporting a Concern

- **Report concerns promptly:** If you know or suspect that bribery or corruption has taken place, contact the CEO as soon as possible by email at kate@katestraining.uk or by telephone on 0161 706 2276 or 07362 512257.
- **Protection for speaking up:** Kate's Training CIC will not tolerate retaliation against anyone who raises a genuine concern in good faith. Please see the Whistleblowing Policy for more information.

9. Training and Awareness

Kate's Training CIC will provide suitable information, guidance and training so that everyone covered by this policy understands their responsibilities and knows how to recognise and report concerns.

10. Review and Monitoring

This policy should be read with the organisation's other relevant policies.

The Board will review this policy every year and sooner if the law, official guidance or the organisation's work changes. Kate's Training CIC will also monitor how the policy is understood and followed.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Main contact	Kate Gorski, kate@katestraining.uk , 01617062276, 07362512257
Effective date	1 st September 2026
Next review	1 st September 2027, or as and when required
Applies to	Directors, Employees, Workers, Volunteers, Trainers, Contractors