



# Anti-Bribery and Corruption Policy

## 1. Introduction

The Institute of Industrial Engineers & Safety Management Systems (IIESMS) is committed to maintaining the highest standards of ethics and integrity in all its operations. This Anti-Bribery and Corruption Policy outlines the principles and procedures for preventing bribery and corruption within IIESMS and ensuring compliance with relevant laws and regulations.

## 2. Policy Statement

IIESMS aims to:

- Prohibit all forms of bribery and corruption.
- Promote a culture of honesty, transparency, and accountability.
- Comply with all relevant anti-bribery and anti-corruption laws and regulations.
- Ensure that all employees, members, contractors, and stakeholders understand their responsibilities in preventing bribery and corruption.

## 3. Scope

This policy applies to all employees, members, contractors, volunteers, and other stakeholders involved in IIESMS activities.

## 4. Definitions

- **Bribery:** Offering, giving, receiving, or soliciting something of value to influence a decision or action.
- **Corruption:** Abuse of entrusted power for private gain.
- **Facilitation Payment:** A small payment made to expedite a routine government action.

## 5. Responsibilities

### 5.1 Management

- Provide leadership and commitment to preventing bribery and corruption.
- Ensure that adequate resources are allocated for implementing this policy.
- Monitor and review anti-bribery and corruption measures regularly.



## 5.2 Compliance Officer

- Develop and maintain the Anti-Bribery and Corruption Policy.
- Provide training and guidance on anti-bribery and anti-corruption practices.
- Monitor compliance and investigate any reports of bribery or corruption.

## 5.3 Employees and Members

- Comply with the Anti-Bribery and Corruption Policy and related procedures.
- Report any suspected bribery or corruption to the Compliance Officer.
- Avoid any activities that could lead to or imply a breach of this policy.

## 6. Prohibited Conduct

- **Bribery:** Offering, giving, receiving, or soliciting bribes is strictly prohibited.
- **Facilitation Payments:** Facilitation payments are prohibited unless they are officially sanctioned by law.
- **Gifts and Hospitality:** Gifts and hospitality must not be offered or accepted if they could influence or appear to influence a decision or action.

## 7. Gifts and Hospitality

- All gifts and hospitality offered or received must be reasonable, proportionate, and declared.
- Gifts and hospitality should not be accepted if they could create a conflict of interest or appear to influence business decisions.

## 8. Due Diligence

- Conduct due diligence on third parties, including contractors, suppliers, and partners, to ensure they comply with anti-bribery and anti-corruption laws and practices.
- Include anti-bribery and anti-corruption clauses in contracts with third parties.

## 9. Training and Awareness

- Provide regular training on anti-bribery and anti-corruption practices to all employees and members.
- Ensure that all individuals understand their responsibilities and the importance of preventing bribery and corruption.

## 10. Reporting and Whistleblowing

- Establish a clear and confidential process for reporting suspected bribery or corruption.
- Protect whistleblowers from retaliation and ensure that all reports are investigated promptly and impartially.

## 11. Monitoring and Review

- Regularly monitor compliance with the Anti-Bribery and Corruption Policy.
- Conduct periodic audits to assess the effectiveness of anti-bribery and anti-corruption measures.
- Review and update the policy as necessary to ensure it remains relevant and effective.

## 12. Consequences of Non-Compliance

- Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or membership.
- Legal action may be taken against individuals or entities involved in bribery or corruption.

## 13. Contact

For questions or concerns about this Anti-Bribery and Corruption Policy, please contact the **Compliance Officer**.

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