

## Equal opportunities

Equality, diversity and inclusion are all concerned with creating an environment supported by practices which benefit the organisation and all those who work in and with it. Equality of opportunity is about ensuring everybody has an equal chance to take up and make full use of opportunities and to fulfil their potential. Diversity takes account of the fact that people, whilst similar in many ways, differ including (but not exclusively) on the basis of gender, age, race/ethnicity, sexual orientation, physical ability, mental capacity, religion or belief, pregnancy, maternity and paternity, marriage and civil partnership, education, economic status, personality, communication style and approaches to work. Inclusion refers to an individual's experience within society, and the extent to which he or she feels valued and included.

Abbey Awards is committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all. Abbey Awards wishes to attract people from a broad range of backgrounds, demographics and cultures, and is committed to promoting equality of opportunity, good relations and respect for diversity.

Awards are made solely on the basis of equal opportunity – on the individual merits of each application and without regard to any other consideration. The Abbey Council is committed to a policy of equal opportunity in making awards and The British School at Rome in access to its facilities and services. If shortlisted for interview, any questions regarding interview requirements will be addressed in advance.

To achieve this the Council and the Chair will

- ensure that all opportunities to become involved in the activities of Abbey Awards are intended to be inclusive and appealing to people with different characteristics
- actively seek a broad range of candidates for all opportunities by ensuring that advertisements, whether internal or external (this includes all media – e.g. printed and online - leaflets, posters and other aids, visual or non-visual) are circulated as widely as possible to all those who may be interested in the Awards
- ensure that all those involved in preparing information about opportunities available, and those who sit on the Council, receive regular, relevant and up to date training and support to enable them to ensure that this policy is respected
- ensure all appointments are made on merit of skill and experience relative to the opportunity
- monitor implementation of this policy and where possible carry out analysis of applications, based on age, sex, ethnic background, sexual orientation, religion or belief, and disability, to ensure that Abbey Awards is meeting the aims and commitment set out in this policy
- review the policy every year to help ensure that it reflects good practice and legal and regulatory developments.

## **Anti-Bribery Policy**

### **1. Introduction**

Not only is bribery and corruption illegal, the Abbey Awards' reputation could be seriously damaged by allegations of bribery or corruption. The Abbey Council do not endorse bribery or corruption in any form.

**2. What is Bribery?** Bribery is defined as "an offer or receipt of any gift, loan, fee, reward or other advantage to or from any person as an inducement to do something which is dishonest, illegal or a breach of trust in the conduct of the enterprise's business". Bribery can take many forms. It may be a straightforward request for or offer of payment in cash, a request for or offer of a favour or in-kind, or 'help' such as the receiving or giving of an unusually large gift, entertainment or hospitality.

### **3. Bribery**

For clarity, Abbey Awards prohibits the offering, giving, solicitation or acceptance of any bribe, whether cash or other inducement to or from any person or company, wherever they are situated and whether they are a public official or body, private person or company by any one acting on Abbey Awards' behalf in order to gain any commercial, contractual or regulatory advantage for the charity in a way which is unethical or in order to gain any personal advantage pecuniary or otherwise for the individual or anyone connected with the individual.

### **4. Gifts and Entertainment**

All gifts and entertainment received by, or offered to, a Relevant Person in connection with the activities of Abbey Awards having an estimated value in excess of £50 must be disclosed to the Administrator and Council. A register of any such gifts and entertainment disclosed to the Administrator or Council will be kept by the Administrator. The policy does not prohibit nor require disclosure or pre-approval in relation to the following:

- normal and appropriate hospitality such as lunches or dinners
- the giving of festive gifts such as Christmas gifts .

### **5. Obligations of Trustees**

The prevention, detection and reporting of bribery is the responsibility of all Trustees. Any Trustee who identifies or suspects that an act of bribery has occurred should report this immediately to the Chair.

**6. Investigation** Abbey Awards will investigate instances of alleged bribery and will assist the appropriate authorities in their investigation.

### **7. Review**

Abbey Awards will review its policies and procedures regularly to ensure that the risk of bribery and corruption is minimised