**Anti-Corruption and Bribery Policy**

**General Comments -**

* This is a template/precedent document only. It should be tailored as appropriate to suit the needs of each individual firm.
* All sections should be considered and implemented as deemed appropriate for the firm. This cover page should not be included.
* The LSQI cannot accept any responsibility for any errors or omissions contained in this template document.
* The document should be reviewed on an annual basis, or as required.

**Specific Comments -**

This policy sets out suggested steps you may wish to take to prevent bribery and corruption in your law firm to comply with your obligations under the Prevention of Corruption Acts 1889 to 2010, the Proceeds of Crime (Amendment) Act 2005, the Criminal Justice Act 2011 and any other relevant legislation. The only defence is that the firm has in place adequate procedures designed to prevent bribery. A clear anti-bribery and corruption policy, which is backed by senior management and communicated to all staff, is central to these procedures.

**The Legal Quality Standard of Ireland**

**February 2023**

**[FIRM NAME]**

**Anti-corruption and Bribery Policy**

**1.0 Policy Statement**

It is the policy of *[Name of firm]* to conduct business in an honest and ethical manner. As part of that, the firm takes a zero-tolerance approach to bribery and is committed to acting professionally, fairly and with integrity in all its business dealings and relationships, including with clients, suppliers and service providers.

**2.0 Purpose**

This policy aims to achieve the following: -

* To set out the firms’ responsibilities as an employer
* To set out the responsibilities of the firms’ partners, fee earners and employees generally, any contractors and any other individuals working for and with the firm in upholding the principles of this policy
* To set out clearly and simply information and guidance on how to recognise and deal with bribery and corruption issues

1. **Scope**

This Anti-Corruption and bribery Policy (the **Policy**) applies to all individuals working for or on behalf of the Firm at all levels and grades, whether permanent, fixed-term or temporary, and wherever located, including consultants, contractors, seconded staff, casual staff, agency staff, volunteers, agents, sponsors and any other person who performs services for or on behalf of the Firm, (collectively referred to as **Workers**in this policy).

In this policy, **Third Party** means any individual or organisation that Workers come into contact with during the course of work and the running of the Firm’s business, and includes actual and potential clients, intermediaries, referrers of work, suppliers, distributors, business contacts, agents, advisers, government and public bodies (including their advisers, representatives and officials), politicians and political parties.

**What is Bribery?**

A "bribe" is defined as a financial advantage or other reward or inducement that is offered to, promised to, given to, or received by an individual or company to induce or influence that individual or company to perform its functions or duties in an improper manner (i.e. not in good faith, not impartially, or not in accordance with a position of trust).

**Gifts and Hospitality**

This Policy does not prohibit normal and appropriate gifts and hospitality (given and received) to or from Third Parties unless otherwise specifically stated. We have specific internal policies and procedures (please see the firms Gifts and Hospitality Policy) which provide guidance as to what is to be regarded as normal and appropriate gifts and hospitality in terms of financial limits, subject to the principles set out below, namely that any gift or hospitality:

* must not be made with the intention of improperly influencing a Third Party or Worker to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
* must comply with local law in all relevant countries;
* must be given in the name of the organisation, not in an individual’s name;
* must not include cash or a cash equivalent;
* must be appropriate in the circumstances;
* must be of an appropriate type and value and given at an appropriate time taking into account the reason for the gift;
* must be given openly, not secretly; and
* in the case of gifts, they must not be offered to, or accepted from, government officials or representatives, politicians or political parties, without the prior approval of either the Compliance Officer/Principal or Managing Partner

**What is not acceptable?**

It is not acceptable for any Worker (or someone on their behalf) to:

* give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that they or the Firm will improperly be given a business advantage, or as a reward for a business advantage already improperly given;
* give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to facilitate or expedite a routine procedure;
* accept payment from a Third Party where it is known or suspected that it is offered or given with the expectation that the Third Party will improperly obtain a business advantage;
* accept a gift or hospitality from a Third Party where it is known or suspected that it is offered or provided with an expectation that a business advantage will be improperly provided by the Firm in return;
* threaten or retaliate against another Worker who has refused to commit a bribery offence or who has raised concerns under this Policy; or
* engage in any activity that might lead to a breach of this Policy.

**Charitable donations and sponsorship**

The Firm only makes charitable donations and provides sponsorship that are legal and ethical and which are in accordance with the Firm’s internal policies and procedures.

**Record keeping**

We keep appropriate financial records and have appropriate internal controls in place which evidence the business reason for gifts, hospitality and payments made and received. All accounts, invoices, memoranda or other documents relating to dealings with third parties, such as clients, suppliers etc. should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

**Responsibilities and raising concerns**

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All Workers are required to avoid any activity that might lead to, or suggest, a breach of this Policy.

Workers are required to notify the Firm *(via a Partner/Principal/Manager)* as soon as possible if it is believed or suspected that a conflict with this Policy has occurred, or may occur in the future, or if they are offered a bribe, are asked to make one, suspect that this may happen in the future, or believe that they are a victim of another form of unlawful activity.

Any employee who breaches this Policy may face disciplinary action, which could result in dismissal for gross misconduct.

**Monitoring and review**

The Firm monitors the effectiveness and reviews the implementation of this Policy at appropriate intervals, considering its suitability, adequacy and effectiveness. Any improvements identified are made as soon as possible. Internal control systems and procedures are also subject to regular review to provide assurance that they are effective in countering any risks of bribery and corruption.

All Workers are aware that they are responsible for the success of this Policy and should ensure they use it to disclose any suspected danger or wrongdoing.

**Signed:**

**Dated:**

**Date of next review:**