



# Bribery and Corruption Awareness

**Course Length:** 1 Hour

**Summary:** Bribery and corruption is serious business. From the grand corruption of high-level officials to the everyday dishonest favors in business, corruption and bribery can be devastating to an organization and should not be tolerated. This course helps learners understand basic principles of anti-corruption and anti-bribery awareness, including: identifying corruption and bribery, prevention and preclusions, international anti-corruption laws and conventions, and appropriate gift giving. This is a basic introductory course and is appropriate for all employees in any business sector.

## **Objectives:**

- Understand core bribery and corruption issues.
- Identify potential bribery situations.
- Understand common international anti-bribery laws and conventions.
- Know the various kinds of bribes and business gifts and how to avoid them.
- Know the ethical lines for accepting gifts and hospitality in the workplace.

## **Course Outline:**

### Part 1 - Understanding Bribery & Corruption

- What is corruption?
- What is bribery?
- Kinds of bribes
- Your Code of Conduct

### Part 2 - Avoiding and Refusing Bribes

- Subtle forms of bribery
- The risks
- How to refuse a bribe
- Protecting your reputation
- Avoiding potential compromising situations



### Part 3 - International Bribery Laws and Conventions

- International Corruption Organizations
- Anti-bribery Laws and Conventions
- FCPA – Foreign Corrupt Practices Act
- U.K. Bribery Act/EU Convention
- OECD Conventions

### Part 4 - Business Gifts and Bribes

- Gifts and “Nominal Value”
- Gifts and Travel Expenses
- Gifts and Hospitality issues
- Kinds of Gifts
- Acceptable and Unacceptable Gifts

### Part 5 - Accepting Gifts and Hospitality in the Workplace

- When is a gift a bribe?
- Manipulation or Persuasion
- Considerations for Accepting a Gift
- Refusing a Gift
- Reporting and Assistance