



*Maria International School of Bucharest*  
*Resilience Respect Compassion Integrity Responsibility*

# Anti-Bribery and Anti-Corruption Policy



# *Maria International School of Bucharest*

*Resilience Respect Compassion Integrity Responsibility*

## Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence. Whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and have the courage to make mistakes

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

## Our Values

**Resilience** - We will handle adversity and problems with a mentality that enables us to keep going and do better.

**Respect** - We treat others with dignity, empathy and equality through our words and actions.

**Compassion** - We are kind, caring and will help everyone to be the best they can be.

**Integrity** - We are open, honest and act with good morals and ethics in all situations.

**Responsibility** - We ensure our own work, learning and duties are completed in a timely manner and to a high standard

This policy is written with the above values in mind and will also act as a source of information and guidance for those working with and at Maria International. This policy aims to help the staff at Maria International to recognise and report any attempts (successful or unsuccessful) at bribery and corruption, as well as helping staff to understand their rights and responsibilities in this matter.



# *Maria International School of Bucharest*

*Resilience Respect Compassion Integrity Responsibility*

## Policy Statement

- Maria International is committed to conducting its business in a transparent, honest and ethical approach
- Maria International is committed to acting professionally, fairly and with integrity in all of its business dealings and also with all relationships in the Maria International community
- This policy applies to all Maria International employees; this includes administrative staff, teaching and teaching assistant staff and all other associated staff
- Maria International expects that any outside and third-party providers, vendors or businesses that are associated with Maria International

## Definition of Bribery

- Bribery refers to trying (successfully or unsuccessfully) to influence the judgment or conduct of (someone) with or as if with offers of money or favour
- Maria International is aware that when it is developing its business and professional connections with customers and consumers caution is necessary to avoid certain expectations arising from potential acts of bribery
- If an individual is on the receiving end of a bribe and they accept it, it is a criminal offence and they are breaking the law.
- Due to the illegality of bribery, employees are expected to not engage in any form of bribery through any medium.
- Employees must not accept any forms of bribery and if an employee is uncertain about whether something is a gift or act of hospitality or in fact a bribe they should consult with the Headteacher for clarification.

## What is and what is not acceptable

### Gifts and Acts of Hospitality

Maria International accepts normal and appropriate gestures of hospitality and goodwill occurs, this is acceptable as long as the giving and receiving of gifts meet the following criteria:

- It is not made with the intention of influencing the receiver of the gift
- It is not made to obtain or reward the retention of business or gain a business advantage,
- It is not made as an explicit or implicit exchange for favours or benefits
- It is not made with an intention or suggestion that a return favour is expected
- It complies with local law
- It is given in the name of Maria International, not an individual's name
- It does not contain cash



# Maria International School of Bucharest

*Resilience Respect Compassion Integrity Responsibility*

- It is appropriate for the time and circumstance
- It is of an appropriate type and value
- It is given/received openly, not in secret
- It is not given selectively to a key or important person clearly given with the intention of directly influencing them
- It is not above the value of 50EUR or the equivalent exchange rate in Romanian Lei
- It is not offered to, or accepted from, a government official or representative of a political party or politician, without prior approval from the Maria International Leadership team, Owners and Board of Governors.

## Gifts From Parents

The most common gifting or acts of hospitality that Maria International employees will receive is from the parents of students at Maria International. The school accepts and honours the ability of Maria International employees to receive a personal gift as a gesture of thanksgiving from parents and guardians.

Teachers are, however, advised to only accept gifts under the following criteria:

- The gift is offered after the teacher's 'act of service' and not prior.
- The value of the gift doesn't exceed 50EUR
- The gift doesn't include cash
- Teaching staff are also advised to refrain from hospitality gifts offered by parents outside of school. It is easy for outside events and activities to be manipulated and make teachers feel obligated to say, do or expose themselves professionally. This includes gifts of meals with the family, holidays, overnight stays or participation in activities with the family
- To protect all gift recipients, the office will have a gift record book. All staff are advised to log any gift they receive and the amount it is estimated to cost
- Gifts that are in excess of the 50EUR limit should be directly declared to the Headteacher, who can advise if the gift is appropriate to receive or if it should be returned to the giver.

## Employee Responsibilities

- All Maria International staff should ensure that they have read, understood and comply with this policy and its information contained within and with any anti-corruption/anti-bribery training they receive, hear or read.
- Maria International employees are expected to sign the declaration found at the end of this policy to acknowledge that they have read, understood and intend to comply with the policies and procedures within it



# *Maria International School of Bucharest*

*Resilience Respect Compassion Integrity Responsibility*

- If any Maria International employee suspects or has reason to believe that any instance of bribery or corruption has taken place or will take place they should immediately notify the Headteacher
- If any Maria International employee is found to be in breach of this policy they may face disciplinary proceedings and also face dismissal for gross misconduct. Maria International has the right to immediately terminate the contract of any employee if they breach this anti-bribery and anti-corruption policy.
- If any Maria International employee reports an incident of bribery, corruption or attempts at bribery or corruption it is understandable that the employee may feel worried about potential repercussions. Maria International will support any employee who raises concerns in good faith regarding actions outlined under this policy, even if the subsequent investigation finds that the employee is mistaken.

## Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 30/05/2022

**Prepared/Updated by:** Liam Johnstone **Date:** 03/11/2021

**Approved by:** Nicholette Vicol **Date:** 12/03/21

This policy is to be reviewed **annually** and updated as and when relevant changes occur.