

## Bizzie Lizzies Nursery and Pre School.

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### Anti-bribery Policy

## Bizzie Lizzies Nursery: Anti-Bribery Policy

### Introduction

Bizzie Lizzies Nursery is committed to maintaining the highest standards of ethical behaviour, financial integrity, and transparency. The Nursery recognises that involvement in bribery—beyond being a criminal offence—can seriously damage its reputation and public trust.

The Nursery aims to limit exposure to bribery by:

- Establishing a clear **anti-bribery policy**
- Implementing appropriate **anti-bribery procedures**
- Communicating this policy and relevant procedures to all employees and third parties providing services on behalf of the Nursery
- Undertaking **due diligence** before engaging third parties to represent the Nursery, and regularly monitoring and reviewing risks and the effectiveness of anti-bribery measures

### Policy Statement

Bizzie Lizzies Nursery **prohibits** the offering, giving, solicitation, or acceptance of any bribe, whether cash or other inducement, by:

- Any employee, agent, or representative of the Nursery
- Any person or body acting on behalf of the Nursery

This applies regardless of location and whether the recipient is a public official, private individual, or company.

Specifically, bribery is prohibited if it is intended:

1. To gain a **commercial, contractual, or regulatory advantage** for the Nursery in an unethical manner
2. To gain any **personal advantage** (financial or otherwise) for the individual or anyone connected to them

This policy covers any inducement that results in a personal gain or advantage to the recipient (or associated persons) and is intended to influence them to act in a way **not solely in the interests of the Nursery** or the organisation they represent.

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### **Acceptable Hospitality and Gifts**

This policy does **not prohibit**:

- Normal and appropriate hospitality
- The giving or receiving of gifts during festivals or special occasions

However, such hospitality or gifts must be:

- Customary in the relevant market
- Proportionate in value
- Properly recorded

If there is **any doubt** as to whether an act constitutes bribery, employees or representatives should **consult the Nursery Manager** before proceeding.