

Employee Policy HR Consult

1. Policy Statement

NHSBT is committed to the prevention, deterrence and detection of fraud, bribery and corruption and maintaining an honest, open and well-intentioned culture. We have a zero tolerance to any such acts and we expect those organisations we work with to do the same. We are committed to its elimination and the rigorous investigation of cases and ensuring that appropriate sanctions for redress are pursued. This includes the use of criminal and civil law to fully recover any losses and the publication of cases. Doing business in this way enables us to reassure our donors, employees and stakeholders, that public funds are properly safeguarded.

This policy applies to all employees including executive and non executive directors; agency workers and volunteers; it includes suppliers, members of the public and external stakeholders e.g. contractors. It sets out how to report concerns; how a case is investigated and how we manage proven cases. It is a serious offence which may lead to disciplinary action and dismissal for gross misconduct.

All employees, contractors, temporary employees or volunteers, are required to declare any potential conflicts of interest.

Bribery and Corruption

Bribery is a criminal offence. We do not, and will not, pay or accept bribes to offer improper inducements to anyone for any purpose.

Bribery offences include:

- bribery of another person
- accepting a bribe
- bribing a foreign official
- failing to prevent bribery

If we believe an individual has acted for personal gain, this will be investigated under the Disciplinary policy and, if appropriate, may be referred to the police for criminal investigation and prosecution.

2. The Process

If you suspect Bribery and/or corruption

Should you become aware of or have a suspicion of bribery, you should talk to your manager or manager's manager, or if this is not possible, contact HR Direct on (2)7700 or at HRDirect@nhsbt.nhs.uk. The matter will be reported to the Finance Director, and fully investigated with the support, if appropriate, of the local counter fraud specialist. Any investigation will be conducted using the Disciplinary Policy. The Finance Director will ultimately decide if the matter should be reported to the police for criminal investigation and advise the Director of Workforce and Governance Assurance Committee, of any investigation.

If you are suspected of bribery and/or corruption

Depending on the severity of the case this will normally be fully investigated by an independent manager not previously associated with the case and may be supported by the local counter fraud specialist, or, national NHS counter fraud specialists, and by a nominated HR Consultant. This will be in line with the Disciplinary Policy. If there is any bribery and/or corruption identified, this

normally will be referred to the police and any criminal investigation will run along side any internal disciplinary process.

If proven, this may result in criminal prosecution, with the potential outcome of imprisonment. We will also take the necessary steps to recover any losses we may have incurred, through criminal or civil courts.

NHSBT may report any proven case to any appropriate professional body.

In addition, we may refer any proven case to the Secretary of State for health, who may revoke as a whole or in part any NHS pension benefits.

Fraud

Public funds must be used properly, so it is important that we are all aware of the fraud risks and how we minimise them.

To prevent fraud, we have strong systems of internal control which are reviewed by internal audit and NHS Protect; we continuously assess the risk of fraud, which is managed through the annual Counter Fraud plan.

We all have a responsibility to report suspected fraud; we will investigate cases and manage proven cases.

Common types of fraud can be and include*:

- Travelling and Subsistence Allowances
- Pay Related
- Procurement
- Personnel Management
- Payment Processes
- Income related

*This list is not exhaustive

Process

If you suspect fraud

If you believe you have good reason to suspect an employee, donor, patient or other person of fraud or an offence involving NHSBT, you can contact one of the following:

- NHSBT Local Counter Fraud Specialist – 0113 820 5937
- NHS Fraud and Corruption - 0800 028 40 60
- HR Direct- (2)7700

It is important that no employee suffers or is disadvantaged as a result of their suspicions. Victimisation or deterring employees from reporting their concerns, and the raising of malicious allegations will be investigated and managed under the Disciplinary Policy.

If you are suspected of fraud

Depending on the severity of the case this will normally be fully investigated by the local counter fraud specialist, or, national NHS counter fraud specialists, supported by a nominated HR Consultant. This will be in line with the Disciplinary Policy. If there is any fraud identified, this normally will be referred to the police for any criminal investigation (external). An internal and external investigation may take place as a single or as a dual process.

If proven, this may result in criminal prosecution, with the potential outcome of imprisonment. We will also take the necessary steps to recover any losses we may have incurred, through criminal or civil courts.

NHSBT may report any case to an appropriate professional body.

In addition, we may refer any proven case to the Secretary of State for health, who may revoke as a whole or in part any NHS pension benefits.

3. Policy Approval and Review

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