



Funding for the future of ageing well

VIVENSA FOUNDATION

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Charity Commission guidance¹ states that “*the Commission expects trustees to comply with the law on bribery and to implement good practice in accordance with their duty to protect the property and reputations of their charities*”. The Bribery Act 2010 applies to individuals and ‘commercial organisations’; according to guidance from the Ministry of Justice, this includes charitable companies carrying out not-for-profit business. As such, The Charity Commission requires charities with income in excess of £1 million to have an anti-bribery policy statement.

The Vivensa Foundation operates solely in the UK and does not fundraise. The main area for the Vivensa Foundation to consider relates to the various invitations which staff and Trustees might receive from organisations who are, or are potential recipients of grants, as it is important that invitees cannot be seen to be open to influence from the organisation making the invitation. For this reason, the Foundation normally operates a policy of not accepting invitations from organisations which are not current grant holders but may be seeking funding and are hoping to interest the Foundation in their project or development. It is normally appropriate to accept invitations from those organisations which are current grant holders, although care should be taken that the inviter does not view this as a way of trying to influence the possibility of receiving further grants from the Foundation. At all times, invitees should make clear to inviters that any potential application must go through the Foundation’s normal processes. Care should also be taken not to express any positive or negative opinion about a new project or initiative. Staff are made aware of this policy as part of their induction and there is a module included within the ongoing staff training programme

Equally, invitations from investment managers or other professionals who may seek preferment regarding contractual relationships should be treated with care, bearing in mind the same principles set out above in respect of grant holders and potential grant recipients.

Other than very minor items (such as diaries), gifts are not normally offered to Foundation staff or trustees and in the event that any substantial gift were to be offered, it should not be accepted. It is important that the Foundation is seen to the outside world as transparent in all its dealings and that staff and trustees are clearly seen not to be open to influence.

The following principles² should govern any offer of hospitality:

- *Made for the right reason:* if hospitality is offered, it should normally be as an act of appreciation to the Foundation from a current grant holder or non-applicant organisation with whom the Foundation has a relationship.
- *No obligation:* the offer of hospitality should not place the Foundation under any obligation.

¹ Charity Commission: Compliance Toolkit: Chapter 3: Fraud & financial crime, April 2011 (rev October 2017)

² These principles are adapted from www.transparency.org.uk/working-with-companies/adequate-procedures

- *No expectations*: expectations should not be created in the inviter or an associate of the inviter, or have a higher importance attached to it by the inviter than the Foundation would place on such an invitation.
- *Made openly*: if the offer is made secretly and undocumented, then its purpose will be open to question and should not be accepted.
- *Accords with stakeholder perception*: the offer would not be viewed unfavourably by stakeholders relevant to the Foundation if it were to be made known to them.
- *Reasonable value*: the value of the hospitality should be relatively small and could not be perceived as excessive by the Charity Commission or the outside world. Gifts, hospitality or other benefits in excess of £50 should be included in the gifts and hospitality register. Gifts, hospitality or other benefits received from one organisation or provided to one individual that exceed £200 in any 12-month period should also be declared.
- *Appropriate*: the nature of the hospitality should be appropriate to the Foundation's relationship with the inviter and accord with general business and charity practice.
- *Legality*: it should be compliant with relevant laws.
- *Conforms to the recipient's rules*: the offer of hospitality should meet the Foundation's rules/code of conduct.
- *Infrequent*: the receiving of hospitality from the inviter should not be overly frequent.
- *Documented and reported*: where appropriate, the hospitality should be documented (including its purpose) in the gifts and hospitality register. The register is reviewed regularly by the Chief Executive and reviewed annually by the Board. It should, if necessary, be reported in the annual report & accounts, where advice to that effect is provided by the Foundation's accountants and/or auditors.