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### University of Bristol

### Anti Corruption and Bribery Risk Evaluation

*Further guidance on the completing this form can be sought from either Sue Paterson or Keith Feeney in the Secretary’s Office.*

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| **Return Date :** | **School/Professional Service** |
| 1. Explain the nature of the work undertaken by your school/support service. |  |
| 1. Do you enter into any contracts or arrangements that are not processed through either RED, Estates (including Procurement), Finance or the Secretary’s Office? |  |
| 1. If the answer to the previous question is no, please proceed to question 8 below. If the answer to the previous question is yes, please answer questions 4 to 7 below, and then continue with the remainder of the form. |  |
| 1. Please detail the contracts or arrangements. |  |
| 1. Did you have any dealings with foreign public officials in order, for example, to obtain a necessary licence/permit in relation to these contracts? |  |
| 1. Did you undertake due diligence i.e. do you know who you are dealing with? |  |
| 1. Did your school use third party agents in relation to these contracts? If so, did you undertake due diligence in relation to those agents, and on what basis were they paid e.g. by results? |  |
| 1. Are corporate hospitality/ gifts or expenses commonplace? |  |
| 1. Are you aware of the new University policy on gifts and hospitality and the consent and registration requirements? |  |
| 1. Has your school ever had to make “grease” (facilitation) payments? |  |
| 1. Does your School/Support Service undertake any business via a joint venture, collaboration, partnership, and spin out or subsidiary? |  |
| 1. If yes, and they were not established through either RED, Procurement or the Secretary’s Office, please provide details. |  |
| 1. Does your School/ Support Service operate any bonus system under which employees are paid by results? |  |
| 1. Please add any other comments which you believe are relevant. |  |
| 1. Anti Bribery training is available either from the Secretary’s Office and will be available online. Is there anyone in your school/support service who would benefit from such training? |  |
| **Completed by: …………………………………………………..**  **Date: ……………………………………………...** | |