

BRIBERY FOR ASSURANCE EVENTS

Richardson Rail Services Ltd.

Personal Development Specialist



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Purpose

This document outlines the competence requirements set out by Network Rail standards and the RTAS rules for our organisation, as well as those for the assured and non-assured roles related to the provision of rail training and assessment.

Scope

This document applies to all areas of business operations where railway training or assessments are undertaken in line with industry frameworks.

Bribery Procedure for Training and Assessment Events

If you are offered any bribe, you are to take the following action.

- Upon being offered a bribe, immediately refuse it. (Bribes include money, an offer, promises or gifts of something of value or gain. Bribery can also take an intangible form, such as arranging a business transaction or a donation by a supplier to a favourite charity).
- Remove the candidate from the event or end it as soon as it is safe.

Note, in the assessment, cancelled comments box on On-Track, note why and what happened.

- Within 1 hour of emailing the training manager and admin staff a summary of why the assessment has not happened, attach a copy of the form, and ensure the subject states 'Attempted bribery – Cancelled event report'.
- If the event ended early, write down notes on the course attendance register 'TRA-009' about why the event ended early and the end time.

Note - Customary gifts or modest Christmas gifts may be accepted, provided they do not exceed £25.00 in value per annum from any one source.

Bribery Procedure for Training Manager

Following a report of attempted bribery, the Training and Assessment manager will.

- Report the claim to the candidate's Primary Sponsor and explain that the event could not be completed for this reason and forward the event results notification by using the On-Track system.

If applicable report to any other authorities or governing bodies as required.

Extension of Bribery Procedure to Other Involved Staff

The bribery procedure and policy apply outside of the events and to the run-up and post event also, if, during any time, any member of staff is offered any bribe for any reason, then they must not act on it, turn it down and report it to the training manger immediately.