**Risk Assessment – Bribery and Fraud** 

To be completed when considering new activities / business relationships

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| --- |
| Brief Description of Activity |
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| --- | --- | --- | --- |
|  | YES | NO \* | N/A |
| If engaging with an individual - Appropriate identity checks have been made as to the identity of the third party. This may include:  Full Name and Address  Passport checks / visa documentation  Nationality  References |  |  |  |
| If engaging with an organisation – Appropriate checks have been undertaken on the business. This may include:  History of Trading  Reputational Issues  Companies House search  Vat Registration details  Financial Statements  Credit Check  References  Site Visits |  |  |  |
| University Procurement procedures have been followed where applicable |  |  |  |
| Appropriate division of duties has been considered as far as is possible / practical |  |  |  |
| If the activity is taking place overseas does this present any additional risks. If so have they been fully considered? |  |  |  |
| Has the University Hospitality Policy been adhered to? (Inappropriate gifts or hospitality should not have been offered to the University or its employees) |  |  |  |

\* If any of the questions have been answered “NO” then please provide an explanation below.

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| Additional Information |
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**I have completed the risk assessment and have read and understood the University’s Anti-Bribery Policy.**

|  |  |
| --- | --- |
| Signature |  |
| Print Name |  |
| School / Faculty / Directorate / Unit |  |
| Date |  |

Please keep a record of any completed risk assessments in your School or Directorate Office. This documentation may be required for internal audit and / or in the event of an investigation under Section 7 of the Bribery Act 2010.

Please also keep a copy of this form attached to any contractual documents for future reference.