

REPRESENTATIVE EXAM MODULE 4



GENISTAR
Financial Freedom For All

TOPICS AND EXAM INFORMATION

In this module we'll be covering:

- Anti-Bribery and Corruption
- Gifts and Hospitality
- Whistleblowing
- Conduct & Ethics

EXAM

After you have gone through the learning materials, you will take an exam to test your comprehension.

- Multiple-choice questions
- Not timed
- Refer to your notes
- Three attempts to pass

ADDITIONAL SUPPORT

The video presentation should cater to most learning styles, but if you have additional support needs, you must notify us before you use your 3 attempts.



ANTI-BRIBERY AND CORRUPTION

ANTI-BRIBERY AND CORRUPTION

Bribery is an offer of rewards in exchange for a business advantage.

Corruption is any illegal or improper behaviour, especially by people in positions of power, to benefit themselves at the expense of others.

The FCA expects Genistar to have considered and taken steps to address the risk of bribery and corruption within the business, including where risks come from third parties.

Failing to prevent bribery under the Bribery Act is an offence, and Genistar must therefore have adequate procedures in place to manage this appropriately and ensure all Genistar personnel are aware of their responsibilities.



BRIBERY

Genistar is committed to carrying out business fairly, honestly, and openly.

There's a right way and a wrong way to do business. Paying, accepting, or just agreeing to pay a bribe is a criminal offence.

Paying, taking, or agreeing to take a bribe is bad for you and Genistar. A bribery conviction could lead to your loss of career or worse, a substantial prison sentence.

Knowing how to spot bribery in action is the first step in preventing a crime. Say no to bribery and corruption in business



BRIBERY

Bribery can be a risk in many areas of the firm. Below are the key areas you should be aware of in particular:



EXCESSIVE GIFTS, ENTERTAINMENT
AND HOSPITALITY



FACILITATION PAYMENTS



BINDING AGREEMENTS



ACTIONS BY THIRD PARTY FOR
WHICH THE FIRM MAY BE HELD
RESPONSIBLE



RECORD KEEPING



GIFTS AND HOSPITALITY

GIFTS AND HOSPITALITY

Genistar has set in place a policy on gifts and hospitality to guard against impropriety. This policy sets out the procedures that members of Genistar should follow to protect both themselves and the business.

All members of Genistar must understand their responsibility and ensure they are aware of the procedure to follow when giving or receiving gifts and hospitality.



GIFTS AND HOSPITALITY GUIDELINES

All Genistar representatives must conduct themselves with honesty and impartiality in the exercise of their duties. They should never give or receive gifts or hospitality that might reasonably be thought to compromise either their own personal judgement and integrity or that of others.

The following guidelines should be followed in relation to gifts and hospitality:

- They must not be made with the intention of influencing the party to whom they are being given.
- They must not include cash or a cash equivalent.
- They must be given and received openly, not in secret.
- They must not be made with the suggestion that a favour is expected in return.
- They must be of an appropriate type and value and given at an appropriate time, considering the reason for the gift. Examples: It is fine to give small gifts around Christmas, or to give a small thank you gift to a person or company for helping with a large project – only upon completion of the project.
- They must not be above the value of £30.00, as pre-determined by Genistar's rules.
- They must not be offered to, or accepted from, a government official or political party without the prior approval of the Compliance Department.

GIFTS AND HOSPITALITY REGISTER

- Genistar has a regulatory obligation to maintain a Register for Gifts and Hospitality, which is held within the Compliance Department.
- All members of Genistar are required to report the receipt of gifts and hospitality over the value of £30.00 and the offer of such, regardless of whether they are accepted.



CATEGORISATION OF GIFTS AND HOSPITALITY

Less Than £30 You May Accept

These low value items can be accepted and do not need to be noted in the register.



< £30 = **OK!**

More Than £30 Do Not Accept

Generally high value items which might look as if they have been offered to compromise personal judgement and integrity may not be accepted. If someone offers you a gift or hospitality with a value of more than £30, you must report it to the Compliance Department.

These CANNOT be accepted, or, if difficult to refuse at the time, should be returned as soon as possible.



> £30 = **X**

DECLARE GIFTS AND HOSPITALITY

The following steps must be taken to ensure full compliance with the reporting of gifts and hospitality:



Contact the Compliance Department to inform them of the gift/hospitality at compliance@genistar.net



Supply full details of the gift/hospitality: its estimated value and the reason you are in receipt of, or offering it.



The Compliance Department will enter it on the Gifts and Hospitality Register.



WHISTLEBLOWING

WHAT IS WHISTLEBLOWING?

Whistleblowing is the act of reporting someone that you suspect of misconduct.

We encourage all members of Genistar who have a serious concern about anyone or any aspect of the company, to come forward and voice those concerns.

You can raise your concerns without fear of victimisation, subsequent discrimination, disadvantage, or dismissal.

You are protected in this way under the Public Interest Disclosure Act.



WHEN TO BLOW THE WHISTLE



If it doesn't seem right, report it!

You should blow the whistle (make a disclosure) if you reasonably believe that any of the following has been, or is likely to be, committed:

- A criminal offence
- A failure to comply with any legal obligation
- Deliberate concealment relating to any failure
- Damage to the environment

In addition, any serious concerns about service specification or the conduct of members of Genistar Limited or others acting on behalf of Genistar Limited that:

- Are not in keeping with Genistar Limited's structure and policies
- Fall below our established standards of practice or
- Are improper behaviour

PROTECTION FOR WHISTLEBLOWERS (PIDA)

The Public Interest Disclosure Act (PIDA) protects whistleblowers.

PIDA protects whistleblowers from detrimental treatment by their employer as a result of making a public interest disclosure.

A public interest disclosure is a disclosure that raises a concern about a danger or illegality that affects others.

However, PIDA does not protect those who make false or malicious allegations against someone. A person will only be protected if they honestly believe that what they are reporting is true.

ALL employees are protected by the PIDA within the United Kingdom.

Who should you report to?

Any disclosures should be reported to the
MLRO/SMF17

This can be done via email to mlro@genistar.net.



WHAT WILL GENISTAR DO?

WHISTLEBLOWING

What will Genistar do when you blow the whistle and report your concerns?

- We will respond to your concerns as quickly as possible.
- The overriding concern for Genistar will be the public interest.

The investigation may need to be carried out in strict confidentiality, i.e., not informing the subject of the complaint until (or if) it becomes necessary to do so.

In certain cases, however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately.

Genistar will do what they can to minimise any difficulties that you may experience because of raising a concern. For instance, if you are asked to give evidence in criminal or disciplinary proceedings, Genistar will arrange for you to receive appropriate guidance and support.

Protection of others is paramount in all cases.

WE WILL ACT QUICKLY
TO PROTECT EVERYONE!





CONDUCT AND ETHICS

GENISTAR'S COMMITTMENT

As a company we are committed to:

- **DOING THE RIGHT THING 100% OF THE TIME.**
- Ensuring that all our members and customers are treated fairly and in accordance with good business practices.
- Maintaining a culture of openness, trust and integrity.

Our business principles:

- Integrity and honesty
- Passion for our clients' success
- Excellence in service
- Openness and respect
- Innovation in our business practices
- Commitment to provide personal growth and leadership opportunities
- Accountability to all Genistar members, clients, partners and providers

YOUR RESPONSIBILITY

As a representative of Genistar, we expect you to:

- Comply with all laws, rules and regulations pertaining to our business.
- Conduct yourself honestly and ethically.
- Do your best to ensure good outcomes for our customers.
- Uphold our values and protect our reputation.
- Speak up if you see a potential violation of law or company policy.

All members of Genistar also have individual and collective responsibilities with regards to our company's conduct and ethics.

If you are unsure whether an action is permitted by law or company policy, seek advice from the Compliance Department.

I'm not sure if that is allowed. I better check with Compliance...





THANKS FOR WATCHING!

You must now answer some questions about what you have just learnt!



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