

YOUR ANTI-BRIBERY LEARNING PLAN.

BEST PRACTICE IN ANTI-BRIBERY AND CORRUPTION TRAINING

Bribery and corruption is one of the biggest ongoing compliance issues in the world. Billions of dollars of fines are levied every year and frequent reports hit the headlines of investigations and prosecutions from the US Department of Justice and UK Serious Fraud Office.

Bribery cases have ensnared some of the world's largest companies, biggest sporting bodies and most powerful politicians. The propensity for some people

to act corruptly might never change, but our approach to training and compliance can.

Our Anti-bribery suite is suitable for all types of users in an organisation, from rookies to veterans. We have a number of Anti-bribery training options depending on the needs of your business, with customisable training options so every user has a learning experience individually tailored to their training requirements.

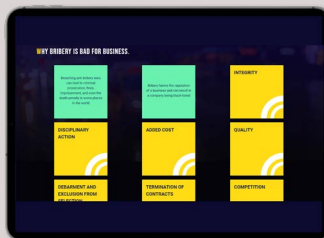
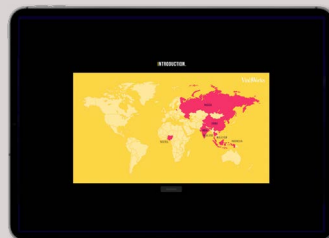
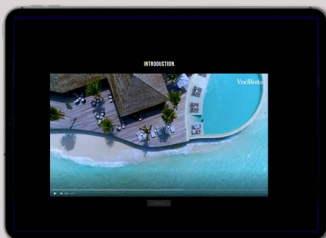
ABOUT ANTI-BRIBERY: FUNDAMENTALS

This new 30 minute course is a base course, meaning it is suitable for users who have never done any anti-bribery training before, as well as people who are familiar with anti-bribery procedures.

This course has some really exciting features. There's an interactive, challenging **game** where users play as a CEO, tech exec or salesperson and try to **bribe their way to success**. It also has a **role builder** and an **industry builder** so the course customises to provide

detailed scenarios on the challenges of the specific industry and **high risk** job functions like meeting with potential clients or processing invoices.

The course has a removable and replaceable country-specific module with over **70** ready-to-add units for whatever jurisdiction your staff are in, including versions for international companies and those based in the US, UK or EU.



WHAT'S IN ANTI-BRIBERY: FUNDAMENTALS?

- How bribery can happen
- The impact of bribery on business and your industry
- How gifts, charitable donations, facilitation payments and cultural customs impact on bribery
- How to prevent bribery from occurring
- What the key offences under bribery and corruption laws are
- What the corporate failure to prevent offence is
- How corporate bribery is investigated and uncovered
- Important bribery case law
- The nefarious ways some people try to bribe their way to success
- Key bribery terms and methods of corruption people use
- How the Anti-bribery and corruption procedures can prevent bribery from occurring
- How to spot possible instances of bribery in your day-to-day job
- Understand the nuances of possible corruption attempts
- Know how to challenge bribery attempts and stand up against them

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HOW TO USE ANTI-BRIBERY: FUNDAMENTALS IN A MULTI-YEAR LEARNING PLAN

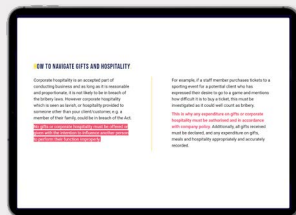
Alongside **Anti-bribery: Fundamentals**, we have a series of bribery and corruption related courses suitable for different audiences and what they need to know.

FCPA: KNOW YOUR DEAL

Designed to comply with the US federal Anti-bribery law the Foreign and Corrupt Practices Act, FCPA: Know Your Deal drops users into an immersive set of real-life scenarios to test their understanding, ability and knowledge to uncover the risk of bribery in their working life.

The course includes detailed modules covering:

- Anti-bribery provisions of the FCPA
- Making a risk assessment
- Facilitation payments
- Gifts and hospitality rules

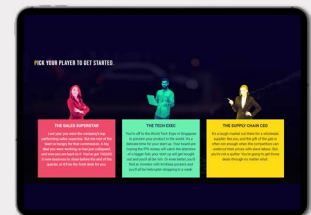


ANTI-BRIBERY: KNOW YOUR DEAL

In Anti-bribery: Know Your Deal, users face a set of realistic characters and scenarios from all walks of life, some of whom may be trying to offer, or ask for, a bribe. It is up to users to assess the risk of each situation and decide on the best course of action based on company procedures and the law.

Course modules to choose from include:

- Bribery basics
- Working abroad
- Gifts and donations
- Management
- How does this make you feel?



KNOWLEDGE CHECKS

These are short, five minute courses that test a user's understanding of the key parts of the course through interactive questions and scenarios. As well as using our pre-made knowledge checks, you can build your own.

YOUR MULTI-YEAR ANTI-BRIBERY LEARNING PLAN

	Year 1	Year 2	Year 3
UK staff	Anti-Bribery: Fundamentals	Anti-Bribery: Know Your Deal	Anti-Bribery Knowledge Check
US staff	Anti-Bribery: Fundamentals	FCPA: Know Your Deal	FCPA: Knowledge Check
International staff	Anti-Bribery: Fundamentals	Anti-Bribery: Know Your Deal	FCPA: Know Your Deal

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WHAT DOES ANTI-BRIBERY: FUNDAMENTALS COVER?

Remember that bribery training is **mandatory** for most companies as it forms part of the **adequate procedures** businesses are required to have to prevent bribery.

Anti-bribery: Fundamentals takes a user through everything they need to know about bribery including spotting the signs, preventing it from happening, the impact on business, and how to spot possible instances of bribery.

PART 1

BRIBES, BRIBERY AND BRIBING

- What is bribery?
- How bribery happens in our industry
- Why bribery is bad for business
- The impact of bribery
- Where does bribery happen?
 - Gifts
 - Working with third parties
 - Travel and accommodation
 - Charitable donations
 - Facilitation payments
 - Cultural customs
- How to prevent bribery

PART 2

NAVIGATING GIFTS AND HOSPITALITY

- What can you accept
- What can you not accept
- Examples of improper gifts and entertainment
- How to keep hospitality and travel above board

PART 3

YOUR BRIBERY LAWS

THIS PART IS SWAPPABLE FOR DIFFERENT COUNTRIES

- What the law does
 - Bribing another person
 - Receiving a bribe
 - Bribing a foreign public official
 - Senior officers
 - Failure to prevent
- Uncovering bribery
- Bribery convictions

PART 4

BRIBE YOUR WAY TO SUCCESS!

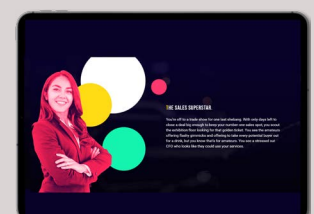
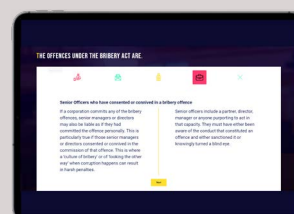
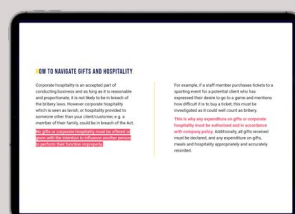
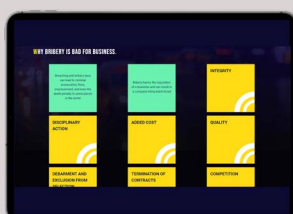
- The sales superstar
- The tech exec
- The supply chain CEO
- Learning points

PART 5

YOUR BRIBERY RISKS

- Role-specific questions
- Learning points

TEST SECTION

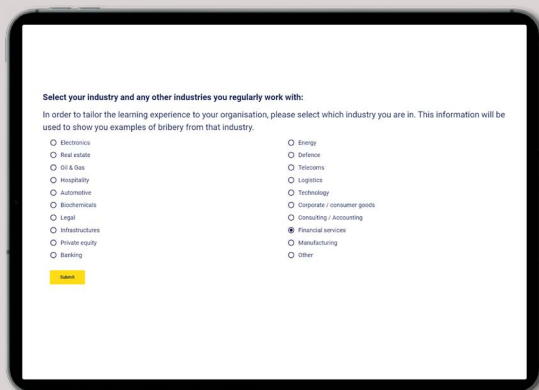


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WHAT JURISDICTIONS DOES THIS COURSE COVER?

Unit 3 covers national legislation on bribery. This unit can be swapped and replaced with country-specific rules or replaced with versions for international staff, those based in the EU, UK, US, or over 70 ready-to-add countries.



WHAT INDUSTRIES DOES THIS COURSE COVER?

The course currently contains specific scenarios for 19 different industries from legal to tech, real estate to financial services.

WHAT JOB ROLES DOES THIS COURSE COVER?

















The course currently contains specific scenarios for 14 different job roles which are high risk for bribery. This includes meeting with prospective clients or suppliers, travelling abroad, and processing invoices.

HOW TO TRAIN INTERNATIONAL STAFF

One of the most important aspects of the UK's Bribery Act and the US Foreign and Corrupt Practices Act is their extra-territorial reach. International businesses who breach either of these laws can find themselves at risk of prosecution by the UK's Serious Fraud Office or the US Department of Justice for actions committed anywhere in the world. It's vital to make sure all staff, wherever they are in the world, have access to relevant training that's right for them.






















































COUNTRY-SPECIFIC CONTENT

Customise your Anti-bribery training course with ready-made content for different countries. Anti-bribery: Fundamentals can also be **translated** into multiple languages. Immediately customise your course with country-specific modules for the following jurisdictions. If you don't see the country you require, talk to us today.

	1. International		5. Angola		9. Azerbaijan		17. China
	2. European Union		6. Argentina		10. Bahrain		18. Colombia
	3. United Kingdom		7. Australia		11. Belgium		19. Costa Rica
	4. United States		8. Austria		12. Brazil		20. Czech Republic

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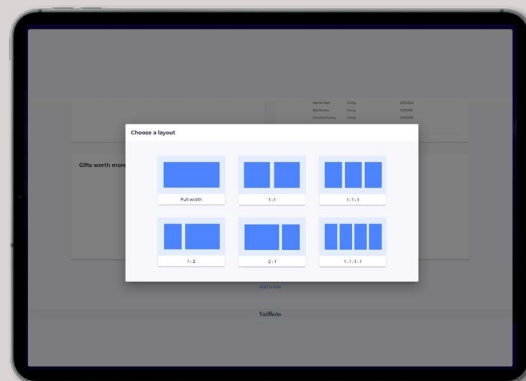
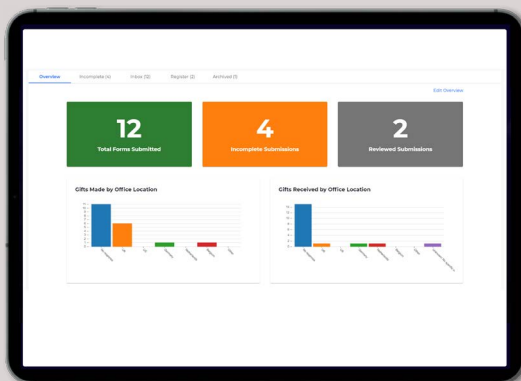
	21. Denmark		44. Morocco		67. Ukraine
	22. El Salvador		45. Myanmar		68. UAE
	23. Ethiopia		46. Netherlands		69. Uruguay
	24. Finland		47. New Zealand		70. Uzbekistan
	25. France		48. Norway		71. Venezuela
	26. Georgia		49. Oman		72. Zambia
	27. Germany		50. Panama		73. Zimbabwe
	28. Guatemala		51. Peru		
	29. Hong Kong		52. Poland		
	30. Hungary		53. Portugal		
	31. Ireland		54. Qatar		
	32. India		55. Romania		
	33. Indonesia		56. Russia		
	34. Iran		57. Saudi Arabia		
	35. Italy		58. Singapore		
	36. Japan		59. Slovakia		
	37. Jordan		60. South Africa		
	38. Kenya		61. Spain		
	39. Kuwait		62. Sweden		
	40. Luxembourg		63. Tanzania		
	41. Malaysia		64. Thailand		
	42. Mauritius		65. Tunisia		
	43. Mexico		66. Turkey		

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TRACK COMPLETIONS AND MONITOR THIRD PARTIES WITH OMNITRACK

A strong anti-bribery and corruption programme puts the onus on your business to make sure your agents, contractors and connected third parties do not engage in bribery. But tracking third party course completions or who has signed their anti-bribery statements doesn't have to be a pain with our powerful Omnitrack tool.



The form builder interface shows a sidebar with sections: 'Who is your team leader?', 'About the Gift: Basic Information', 'Is an organization giving or receiving the gift?', and 'Date of the gift'. The main area displays a form titled 'About the Gift: Basic Information' with fields for 'Organization name', 'Address', 'Phone number', and 'Email address'.

The form configuration interface shows a sidebar with sections: 'Forms', 'Users', 'Reports', 'Audit Trail', and 'Configuration'. The main area displays a form titled 'About the Gift: Basic Information' with fields for 'Organization name', 'Address', 'Phone number', and 'Email address'.