

## **Annex 2: British Council policy statements**

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### **Countering terrorist financing, anti-money laundering and sanctions global policy statement**

The British Council is the United Kingdom’s international organisation for cultural relations and educational opportunities.

The British Council is committed to complying with all relevant UK legislation and legislation in the countries where it operates. This includes counter-terrorism and money laundering legislation, and applicable sanctions. Our resources must not be used to support criminal or terrorist activities or in any way that breaches applicable sanctions.

We will assess the risks of becoming involved with terrorism and money laundering, and of breaching applicable sanctions. We will put in place proportionate measures to manage those risks, while continuing to work in difficult and challenging places.

The British Council is committed to:

- having systems, procedures and controls in place to ensure that it manages the risk of becoming involved in financing or supporting terrorist activity or money laundering, or breaching sanctions
- for the highest risk transactions, checking that those the British Council funds or works with are not on any lists of proscribed

- terrorist groups or persons, financial sanctions lists or other regulatory compliance lists, and assessing the risks if they are
- training relevant staff so that they have an awareness of the risks related to terrorist activity, money laundering and breaching sanctions
  - meeting its obligations to report to external authorities.

We require all those receiving British Council funds to ensure that our funds and assets are not used to finance or support terrorist activity or in breach of sanctions.

We will provide adequate and appropriate resources to implement this global policy statement and will ensure it is communicated and understood.

The British Council will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.

## Equality global policy statement

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities.

Working effectively with diversity is an essential part of our mission. We are committed to ensuring that there is no unjustified discrimination in the recruitment, retention, treatment, training and development of staff on the basis of:

- age
- disability
- gender including transgender
- HIV/AIDS status
- marital status including civil partnerships
- pregnancy and maternity
- political opinion
- race/ethnicity
- religion and belief
- sexual orientation
- socio-economic background
- spent convictions
- trade union activity or membership
- work pattern
- having or not having dependants
- or on any other grounds which are irrelevant to decision making.

We aim to abide by and promote equality legislation. We follow both the letter and the spirit of the law in this area. We try to avoid unjustified discrimination which we recognise is a barrier to equality, diversity, inclusion and human rights.

The British Council is committed to:

- understanding, valuing and working with diversity to enable fair and full participation in its work and activities
- ensuring that there is no unjustified discrimination in its recruitment, selection, performance management or other processes
- promoting equality; this includes conducting equality screening and impact assessments of policies and functions
- treating individuals with whom it works with fairness, dignity and respect

- playing its part in removing barriers and redressing imbalances caused by inequality and unjustified discrimination.

We require all staff to ensure their behaviour is consistent with this policy. We also require that clients, customers, partners and suppliers are made aware of this policy and operate within it.

We will provide adequate and appropriate resources to implement this global policy statement and will ensure it is communicated and understood.

The British Council will review this global policy statement annually to reflect new legal and regulatory developments and promote good practice.

## Safeguarding global policy statement

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities.

In our work we meet many children and adults who are potentially at risk for a variety of reasons. We aim to create a safe environment in which no child or adult will experience harm or exploitation during their contact with us.

The British Council is committed to:

- complying with relevant UK and international laws and standards and ensuring local legal compliance
- valuing, respecting and listening to children and adults
- minimising and managing situations where abuse could occur, through maintaining strong protection systems and procedures including planning, risk assessment and safeguarding systems
- sharing safeguarding best practice and information regarding safeguarding concerns with relevant parties, maintaining confidentiality so far as possible and involving children and adults where appropriate
- taking action and investigating suspected abuse proportionately and appropriately.

We require all staff to ensure their behaviour is consistent with this global policy statement. We also require that clients, customers, partners and suppliers are made aware of this global policy statement and operate within it.

We will provide adequate and appropriate resources to implement this global policy statement and will ensure it is communicated and understood.

The British Council will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.

### **Definitions:**

A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where the child is, or in their home country.

Adults at risk are defined as any person aged 18 years or over:

- who identifies themselves as unable to take care of themselves or protect themselves against significant harm, exploitation or neglect; and/or
- is understood to be at risk, which may be due to frailty, homelessness, mental or physical health problems, learning or physical impairments, and/or is impacted by disasters or conflicts.

## **Environment global policy statement**

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities.

Our activities have an impact on the environment and we are committed to managing and minimising that impact.

We track the management of our properties against procedures, objectives and targets developed to reduce our environmental impact. Through our Environmental Management Systems we are able to benchmark the performance of our estate.

The British Council is committed to:

- reviewing, understanding and controlling the range of environmental impacts arising from its activities
- ensuring that it complies with UK and relevant international environmental legislation
- improving the environmental performance of its properties globally, reducing energy, water and waste
- communicating its progress in reducing its environmental impact to internal and external stakeholders
- taking account of environmental and sustainability factors in its procurement
- monitoring and reducing the environmental impact of its business travel and exploring new ways of delivering its work sustainably.

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The British Council will review this global policy statement annually to reflect new legal and regulatory developments and promote good practice.

## **Antifraud and corruption global policy statement**

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities.

The British Council has a zero tolerance policy towards fraud, bribery and corruption. We will always investigate and seek to take disciplinary and/or legal action against those who commit, attempt to commit, or assist anyone committing fraud or any other improper activities in our operations.

The British Council is committed to:

- developing an anti-fraud culture across the organisation
- seeking to minimise the opportunities for fraud, bribery and corruption
- having effective systems, procedures and controls in place to enable the prevention and detection of fraud, corruption and bribery
- ensuring that its staff are aware of the risks of fraud, bribery and corruption and understand their obligations to report any actual or suspected incidents of fraud, bribery or corruption
- taking all reports of fraud, bribery and corruption seriously, and investigating them proportionately and appropriately
- meeting its obligations to report any incidents of fraud, bribery and corruption to appropriate external authorities.

We will provide adequate and appropriate resources to implement this global policy statement and will ensure it is communicated and understood.

The British Council will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.

**Information about further British Council global policies can be found here <https://www.britishcouncil.org/about-us/how-we-work/policies>**