

BS 10500
Anti-bribery Management
System



Self-assessment questionnaire

How ready are you for BS 10500:2011?

This document has been designed to illustrate your company's readiness for a BS 10500 Anti-bribery Management System. By completing this questionnaire your results will allow you to self-assess your organization and identify where you are in the BS 10500 process. If you would like us to do this analysis for you, please complete the questionnaire (including your contact details), save and email it to us at certification.sales@bsigroup.com

Information provided will not be disclosed and will be destroyed immediately after use. Please mark your answers for **Yes** and **leave blank for No**. To order a copy of BS 10500 please visit www.bsigroup.com/SE10500

Contact:	Job title:
Company:	No. of employees:
Address:	Town:
County:	Postcode:
Telephone (inc. dialing code):	Email:

Continued >>

1. Planning

Has the organization allocated responsibility for planning an ABMS at appropriate seniority and competence?

Has an implementation timetable with identified responsibilities and timelines been established?

Has the scope of the ABMS been defined, taking into consideration its overall risks?

2. Adopting an anti-bribery policy and implementing the ABMS

Has an anti-bribery policy been written?

Have top management made a statement to staff and in the public domain to demonstrate its support for the anti-bribery policy and the ABMS?

Has education, training or guidance been provided to all staff associated with the ABMS in relation to avoiding bribery?

Have responsibilities for overseeing compliance with the ABMS on a day-to-day basis been established?

Is there a competent Compliance Manager in place to implement the ABMS, with access to top management, and provide advice and guidance to staff relating to bribery?

If the business comprises of more than one independently managed component organization, are there competent managers appointed in each component organization to oversee compliance with the ABMS?

Have resources (people, funding, equipment, materials, training etc.) been provided to implement the ABMS?

Are there established bribery risk assessment procedures?

Is there evidence of risk assessment controls to reduce risks to an acceptable level?

Is there evidence of due diligence procedures for business associates prior to engagement?

Has the organization implemented an ABMS in organizations over which it has control?

In organizations over which it has no control, has an ABMS been implemented, and if not has this been taken into account in the risk assessment?

Are there established anti-bribery employment procedures?

Are there established compliance declarations for all relevant staff?

Has a gifts, hospitality and donations policy, which prohibits bribery, been established?

Is there a policy that prohibits facilitation payments?

Has risk-based delegated decision making been established where appropriate?

Have procedures which ensure anti-bribery contract terms been established, and if this is not reasonable, has this factor been considered in the risk assessment?

Is there evidence of financial controls, which minimize the possibility of the payment or receipt of bribes?

Is there evidence of procurement and commercial controls, which minimize the possibility of the payment or receipt of bribes?

Are there procedures that enable personnel to confidentially report attempted, suspected or actual bribery?

Are there procedures that allow staff: anonymous reporting, protection from retaliation, advice if faced with a situation that could involve bribery, guidance on investigation of reports and feedback, independent advice, reporting to external authorities, protection of their identity, ethical and legal responsibility to report?

Are there procedures for investigating weaknesses in the ABMS and reported, detected or reasonably suspected bribery?

Are records of policies, procedures and controls in the ABMS, actions taken under the ABMS and any bribery related issues that arise maintained?

3. Monitoring and reviewing the ABMS

Does the Compliance Manager assess whether the ABMS is adequately maintained and being effectively implemented?

Does the Compliance Manager report through to top management at planned intervals, on the adequacy of implementation of the ABMS?

Is there an audit process that checks for any indication of bribery, suspicion of bribery and non compliance with the ABMS?

Are audits carried out at regular planned intervals by independent staff as defined in a documented procedure?

Does the top management or sub-committee review the Compliance Manager assessments and reports, audits, personnel reports and incidents/weaknesses to the ABMS?

Are potential improvements submitted to the improvement process?

4. Improvement of the ABMS

Is there a procedure for improving the ABMS as a result of Compliance Manager review, internal audit or top management review?

For BSI to complete the analysis on your behalf, please click the submit button below or email a saved copy of your completed questionnaire to: certification.sales@bsigroup.com



+44 845 080 9000
 certification.sales@bsigroup.com
 bsigroup.com



The trademarks in this material (for example the BSI logo or the word "KITEMARK") are registered and unregistered trademarks owned by The British Standards Institution in UK and certain other countries throughout the world.