BSI Training Academy

Your complete guide to
ISO 37001:2016 Anti-Bribery Management Systems training

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ISO 37001 Anti-Bribery Management Systems

ISO 37001 is the new international standard designed to help organi-zations implement an anti-bribery man-agement system. It specifies a series of measures your organization can implement to help pre-vent, detect and address bribery.

Designed to be integrated into your organization's existing management processes and controls, ISO 37001 also follows the common ISO structure for management system standards, for easy integration with ISO 9001 for example.

The requirements specified by ISO 37001 address two key areas:

- **Bribery by the organization**, its personnel or business associates for its own gain
- **Bribery of the organization**, its personnel or business associates in relation to its activities

Find out more about ISO 37001 by visiting our website bsigroup.com/en-ZA or call us on +27 (0)12 004 0270

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Why make BSI your first choice for ISO 37001 training

Our tutors

When it comes to teaching how to make standards work, our tutors are the best in the business. As experienced assessors with years of hands-on business and industry experience, they understand the challenges you're most likely to face. They are passionate about standards and have a proven ability to facilitate great learning.

Our expertise

As the world's first National Standards Body an founding member of ISO, no one knows standards like BSI. And when you train with us you benefit from thi experience. You can trust us to say we know what we're talking about and you'll benefit from a premium learnin experience. When it comes to standards even our competitors choose us.

Our approach
Accelerated Learning

We really understand how training works and that everyone learns and retains knowledge differently. Based on the latest research, our accelerated learning approach is proven to fast-track learning, improve knowledge retention and ensures you can apply your knowledge straight away. We constantly evaluate our results based on your satisfaction and success rate, to provide the best training experience in the industry.

Our solution

We provide a proven pathway to success, wherever you are in your training journey. So whether you want to build your knowledge, learn how to implement or how to audit and improve your management system, we have the right solution for you. You'll also learn right beside your peers; we'll discuss real-world challenges and share best practice based on over 100 years' experience.

Why invest in training from BSI?

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples that means you can focus on learning.

Public Training Courses are available

Network and learn best practices from a variety of sectors with our diversified schedule of courses and locations.
Talk to one of our experts to find out more.

Training delivered at your site

This could be a convenient and cost effective option, especially if you have multiple delegates.
Talk to one of our experts to find out more.

Our BSI Training Academy ISO 37001:2016 courses

ISO 37001:2016 Senior Management Briefing – 2 days

Level **1**

Who is this for	You'll discover	How this will help you
• Those with responsibilities for ethical behavior, corporate social responsibility, risk and compliance , management systems, anti-bribery measures, human resources, procurement and those managing/ selecting business associates especially if operating in high risk bribery environments	• The scale of bribery and the types of bribery • Convey the main features of bribery • Outline the international ISO framework for countering bribery and how this impacts on organizations and top management	• Become aware of; the nature, scale and features of bribery • Recognize the threat of bribery to an organization • Learn about the new anti-bribery management system standard and how it can benefit your organization

ISO 37001:2016 Requirements – 1 day

Level **1**

Who is this for	You'll discover	How this will help you
• Those with responsibility for anti-bribery enforcement activities • Internal and external management systems auditors who are new to anti-bribery practices	• The background, structure and intent of ISO 37001:2016 • How anti-bribery management fits into your organization	• Why it's important to prevent bribery • How an ABMS can help reduce or eliminate bribery • Increase your knowledge of anti-bribery practices and systems

ISO 37001:2016 Implementation – 2 days

Level **1** **2**

Who is this for	You'll discover	How this will help you
• Anyone involved in the implementation of anti-bribery management systems	• Key management system concepts relating to the implementation of ISO 37001 • Typical framework for implementing ISO 37001 following the PDCA cycle	• Implementation of the new anti-bribery management system standard and how it can benefit your organization • Gain the confidence to implement an ABMS

ISO 37001:2016 Internal Auditor – 2 days

Level **1** **2** **3**

Who is this for	You'll discover	How this will help you
• All personnel who are/will be coordinating anti-bribery management system internal audit activities within your organization	• Explain the principles of auditing; and the principles of auditing to ISO 37001:2016 • Initiate, prepare and conduct the audit activities and complete te the audit	• Enable your organization to remain conformant to the international standard for Anti-Bribery Management Systems (ISO 37001) • Develop the skills to deliver internal audits for your organization

Understanding Bribery and Effective Due Diligence – 2 days

Level **1** **2** **3**

Who is this for	You'll discover	How this will help you
• Certification auditors • Anyone working in the public, private and voluntary sectors	• The nature, scale and features of bribery • How to assess the risk of bribery and critical touch points • Recognize due diligence with regard to business associates	• Identify risk assessment methodologies for bribery • Recognize effective controls for bribery critical touch points

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ISO 37001:2016 Anti-bribery Management System Senior Management Briefing Training Course

Essential information about the course

An anti-bribery management system (ABMS) is an essential component of a successful organization. Successful implementation of the standard will prove a commitment to ethical behaviour which is a vital part of corporate governance in a well-managed organization. This commitment can help your organization enhance its corporate reputation and avoid potentially corrupt transactions.

As a leader, your commitment and support is crucial to the success of your organization's anti-bribery management system (ABMS). This two-to-three-hour executive session highlights the benefits of an effective ABMS and introduces th key requirements of ISO 37001:2016 and you'll gain a better understanding of your organization's obligations and your personal responsibilities. Upon completion, you'll be able to develop action plans for implementing key leadership activities.

Our course agenda

Day 1 (2 — 3 hours)

- Welcome and introductions
- Aim and objectives
- Bribery
- Corruption
- Scales and perceptions
- The Bribery Act 2010
- Adequate procedures and common excuses

- Tone at the top
- The key ingredients
- Critical touch points
- What is ISO 37001?
- Why an ABMS?
- Benefits identified within ISO 37001
- PDCA and ABMS

- Context of the organization
- Expectations of leadership
- Anti-bribery compliance function
- Continual improvement
- Case study

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Anti-bribery Management Systems (ABMS): **ISO 37001** Sernior Management Briefing

We want to make sure you have the best learning experience possible. We create a positive learning environment to help you retain knowledge and acquire skills that will continue to be of use beyond the course.

Make sure this is the right course for you.

This course is for you if:

- You are a senior-level manager of an organization implementing or running an ISO 37001:2016 anti-bribery management system

What's the course like?

- Two to three hours long
- Led by a BSI Tutor
- Relaxed and comfortable learning environment

How will I benefit

This course will help you:

- Increase your awareness of the nature, scale and features of bribery
- Recognize the threat of bribery to your organization
- Learn about the new anti-bribery management system standard and how it can benefit you organization

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ISO 37001:2016 Anti-bribery Management System Requirements Training Course

Essential information about the course

Bribery undermines democracy and the rule of law. It poses serious threats to sustained economic progress in developed and emerging economies and to the proper operation of free markets. The effects of bribery are felt globally and acts of bribery can incur significant criminal sanctions

An ISO 37001:2016 anti-bribery management system (ABMS) can provide your organization with an international best-practice framework for prohibiting, preventing, detecting, reporting and dealing with bribery.

Led by an experienced tutor, this course introduces the concepts of anti-bribery, explains the benefits of an ABM and the key requirements and context of ISO 37001:2016. It's applicable to all organizations including the public, private and voluntary/non-for-profit sectors

Our course agenda

Day 1

- Welcome and introductions
- Aims and objectives
- Background to bribery
- Background of ISO 37001
- Structure and intent of ISO 37001
- Terms and definitions

- Requirements of ISO 37001:
  - Risk assessment and scope
  - Policy communication and training
  - Due diligence and employment procedures
  - Gifts, hospitality, donations and facilitation payments
  - Raising concerns and investigations

- Monitoring and reviewing the ABMS
- Mapping needs to the standard

- Learning reflection and application

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Anti-bribery Management Systems
System Requirements ISO 37001

We want to make sure you have the best learning experience possible. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

Make sure this is the right course for you.

This course is for you if:

- You have knowledge of how typical organizations operate and are interested in learning more about bribery and anti-bribery management systems
- You have responsibility for anti-bribery enforcement activities
- You are an internal/external management system auditor but anti-bribery is new to you
- You work in a high-risk bribery environment and deal with:
  - Ethical behaviour
  - Corporate governance
  - Risk and compliance
  - Human resources
  - Security
  - Procurement

What's the course like?

- One day long
- Led by a BSI Tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials

How will I benefit

This course will help you:

- Explain why it's important to prevent bribery
- Recognize how an ABMS can help reduce or eliminate bribery
- Become familiar with the key requirements of ISO 37001:2016
- Know the steps required to plan an ABMS
- Increase your knowledge of anti-bribery practices and anti-bribery management systems

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ISO 37001:2016 Anti-bribery Management System
Implementing Training Course

Essential information about the course

Implementing an ISO 37001 management system enables you to protect and preserve the integrity of your organization. Compliance with ISO 37001 demonstrates that you and your organization took all reasonable and proportionate steps and exercised due diligence to prevent, detect and respond to bribery.

This course is a combination of presentations as well as individual and group activities designed to establish and cement a practical understanding of the elements of implementing an ISO 37001 ABMS. You will also receive a toolkit that you can reference for support during the implementation of your organization's anti-bribery management system.

Our course agenda

Day 1

- Welcome and introductions
- Aims, objectives, course structure and materials
- Implementing a management system
- Typical ABMS structure
- Understanding legal requirements
- Determine the need for documentation
- Understand 'context of your organization'
- Conduct a baseline analysis
- Create a Gantt Chart
- Leadership and commitment
- Review and end of day

Day 2

- Welcome back and quiz
- Clauses in the standard
  - Actions to address risks and opportunities
  - Resources
  - Employment process
  - Awareness and training
  - Communication
  - Operational planning and control
  - Due diligence
  - Financial and non-financial contro
  - Implementation of anti-bribery controls
  - Anti-bribery commitments
  - Gifts, hospitality, donations and similar benefit
  - Raising concerns
  - Investigation and dealing with bribery
  - Monitoring, measurements, analysis and evaluation
  - Internal audits
  - Top management review
  - Governing body review
  - Continual improvement
- Integration issues
- Benefits identified within ISO 37001
- Review and questions

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Anti-bribery Management Systems
Implementing ISO 37001

We want to make sure you have the best learning experience possible. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course

Make sure this is the right course for you.

This course is for you if:

- You have knowledge of ISO 37001:2016 and an awareness of generic risk assessments as well as a basic understanding of anti-bribery principles and terminology
- You are involved in the planning, implementation, maintenance or supervision of and ISO 37001 ABMS
- You work in a high-risk bribery environment and deal with:
    - ethical behaviour
    - corporate governance
    - risk and compliance
    - human resources
    - security
    - procurement

What's the course like?

- Two days long
- Led by a BSI Tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials

How will I benefit

This course will help you:

- Recognize the threat of bribery within the context of your organisation
- Learn about the implementation of the new anti-bribery management system standard and how it can benefit you organization
- Position your organization for a successful implementation of an anti-bribery management system
- Increase your ABMS knowledge
- Gain the confidence to implemen an ABMS
- Implement your ABMS using the aides included in the take-home reference toolkit

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ISO 37001:2016 Anti-bribery Management Systems
Internal Auditor Training Course

Essential information about the course

If anti-bribery isn't managed correctly and effectively, it can have a significant impact on your organization's reputation, corporat governance, legal compliance and sustainable development. Our ISO 37001 internal auditor course can help you build the highly specialized skills and practical knowledge you need to assess your organization's management of all aspects of anti-bribery.

This innovative, two-day course provides a solid foundation in all aspects of the audit process. You will be taken through a structured programme stage by stage that includes a balance of theory and practice. Using a combination of collaborative, accelerated learning and practical activities you will gain an understanding of the key activities for auditing.

Our course agenda

Day 1

- Benefits to you, welcome and introductions
- Course aim, objectives and structure
- What is bribery? Why does it matter?
- Red flags
- Management system auditing:
  - Plan, execute, report, close out

- Defining a process
- Audit process
- The audit triangle
- Auditor responsibilities
- Audit objectives
- Checklist
- Effective communication
- Defining Nonconformity
- Case study: Orchard Farm

Day 2

- Welcome to day two and quiz
- Conducting an audit
- Nonconformities
- Closing meeting

- Audit report
- Audit follow-up
- Course review and final questions

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Anti-bribery Management Systems
Internal Auditor ISO 37001

We want to make sure you have the best learning experience possible. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

Make sure this is the right course for you.

This course is for you if:

- You are involved in coordinating the activities around your organization's ISO 37001 ABMS

- You are responsible for auditing your organization's ABMS

- You have an understanding of the ISO 37001 Anti-bribery Management Systems standard

- You have an awareness of generic risk assessments and anti-bribery principles and terminology

- You are knowledgeable about how your organization operates and the risk assessment approach it currently uses

What's the course like?

- Two days long

- Led by a BSI Tutor

- Relaxed and comfortable learning environment

- You'll receive comprehensive course materials

How will I benefit

This course will help you:

- Nurture the skillset you need to be an internal auditor and bring added value to the internal audit process

- Enable your organization to remain conformant to the international standard for anti-bribery management systems (ISO 37001)

- Develop the skills to deliver internal audits for your organization and improve your knowledge of anti-bribery management systems

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Understanding Bribery and Effective Due Diligence
Training Course

Essential information about the course

Bribery undermines democracy and the rule of law. It poses serious threats to sustained economic progress in developed and emerging economies and to the proper operation of free markets. The effects of bribery are felt globally and acts of bribery can incur significant criminal sanctions.

This two-day course focuses on the operational and technical challenges faced in understanding bribery and effective due diligence.

Delegates attending this course will gain an understanding of the nature and impact of bribery, the harm it can do, the risk it poses to organizations and the methods used to identify risk through an effective assessment.

Our course agenda

Day 1
• Welcome and introductions
• Aims and objectives
• Nature, scale and features of information
• Agencies/sources of information
• Nature, scale and features of bribery
• Agencies/sources of information
• Bribes: Motives, methods and concealment
• Bribery indicators and red flag
• Assessing the risk of bribery

Day 2
• Due diligence:
▪ Purpose
▪ Framework
▪ Negligible risk
▪ Practical measures
• Identification and the immediate response to suspicions of bribery
• Investigating bribery and effective corrective action
• Case studies
• BSI Registered Auditor Qualification (Internal/ Lead Auditor)

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Anti-bribery Management Systems
Understanding Bribery and Effective Due Diligence

We want to make sure you have the best learning experience possible. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

Make sure this is the right course for you.

This course is appropriate for:

- Certification auditor
- Anyone working in the public, private, not-for-profit an voluntary sectors

What's the course like?

- Two days long
- Led by a BSI Tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials

How will I benefit

This course will help you:

- Get familiar with of the context of bribery within organizations
- Identify risk assessment methodologies for bribery
- Recognize effective controls for critical bribery touch points

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Why BSI?

BSI has been at the forefront of the development of ISO 45001, from the start; BSI proposed its development and has run the international secretariat supporting the project committee which is developing the standard. Its origins are based on OHSAS 18001, the world renowned health & safety management system which was developed by BSI in 1999. That's why we're best placed to help you understand the new standard.

At BSI we create excellence by driving the success of our clients through standards. We enable others to perform better, manage risk and achieve sustainable growth. For over a century our experts have been challenging mediocrity and complacency to help embed excellence into the way people and products work. We make excellence a habit.

Our products and services

We provide a unique combination of complementary products and services, managed through our three business streams; Knowledge, Assurance and Compliance.

Knowledge

BSI works with business experts, government bodies, trade associations and consumer groups to capture best practice and structure the knowledge all organizations need to succeed. The majority of the widely used and implemented international standards were originally shaped by BSI, for example ISO 9001 – Quality Management and ISO 14001 – Environmental Management.

Assurance

Independent assessment of the conformity of a process or product to a particular standard ensures that our clients perform to a high level of excellence. We help our clients understand how they are performing, thereby identifying areas of improvement from within.

Compliance

To experience real, long-term benefi s, our clients need to ensure on-going compliance to a standard so that it becomes an embedded habit. We train our clients to understand standards and how to implement them, as well as provide services and differentiated management tools to facilitate the process of on-going compliance.

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