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## EMPLOYMENT ZONE

# Anti-Corruption – Employee Support Procedure

### 1. Introduction

In recent years, there has been a large increase in organised criminal networks targeting businesses both through infiltration and by attempting to corrupt existing employees. We take any risk to our employees very seriously and therefore we have implemented arrangements to be able to deal with any attempted corruption.

Criminals would have an interest in approaching employees to try and persuade them to commit a corrupt act, such as, providing them with customer details, payroll information, access to council vehicles or equipment to allow criminal acts and fraud to be committed. In addition, terrorists would have an interest in gaining unauthorised access to council premises or equipment.

Glasgow City Council is committed to operating to the highest standards of scrutiny in how it conducts business, consistent with our [Code of Conduct](#). This procedure will support employees who have been approached or fear that they may be approached by criminals in relation to committing a corrupt or terrorist act. It does not replace the [Whistle Blowing](#) arrangements we have in place, its purpose however, is to supplement these by providing a guarantee of confidentiality and the right support package in a situation where an employee tells us of such an approach.

### 2. Our Commitment

Due to the threat that exists from criminal approaches to employees, we will ensure that where an employee is approached or feels at risk of being approached, they will be clear about how they can report this. We will treat all disclosures in an effective, professional and considerate way.

We are committed to ensuring that no employee suffers any detrimental treatment as a result of refusing to assist in a corrupt or terrorist act, or because of reporting in good faith, their fear that a potential approach may take place in the future. This may be because of association, such as family connections or the neighbourhood they live in.

### 3. Confidentiality

We will provide secure options for employees to report any approaches made to them to assist in corruption. It is understandable that employees may be in fear or feel vulnerable and intimidated where an approach is made. Therefore, we guarantee to protect the identity of individuals who report concerns and disclose this only with their agreement.

### 4. Reporting

Employees can report any concerns they have by using the following confidential options:

- Phoning our confidential whistle blowing hotline on: **0141 287 3777**

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- E-mailing our confidential mailbox at: [Fraud@glasgow.gov.uk](mailto:Fraud@glasgow.gov.uk)
- Completing the online form: <https://www.glasgow.gov.uk/whistleblowing>
- Writing to: **The Head of Internal Audit and Inspection, Financial Services, City Chambers, Glasgow, G2 1DU.**

**Remember:** The earlier you report any approach or concern you have, the easier it will be for us to take action to support you.

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