ISO37001:2016

ANTI-BRIBERY MANAGEMENT SYSTEM (ABMS) AWARENESS

Certificate of Completion: Anti-Bribery Management System (ABMS) Awareness

Course Code: M017/25

Duration: 24 Hours

Delivery Format: Hybrid

Target Audience:

Managers, Executives and all Process Owners for improved understanding of how processes work and how do processes contribute towards the effectiveness of the entire crisis management strategies.

Program Outcomes:

Upon completion of this program, participants will be able to:

- Understand the fundamental principles and requirements of the ISO 37001:2016 Anti-Bribery Management System.
- Recognize the importance of an ABMS in preventing, detecting, and responding to bribery.
- Identify key elements of an effective ABMS framework.
- Comprehend the role of individuals within an organization in maintaining an ethical and anti-bribery culture.

Detailed Syllabus

Module 1: The Need for ISO37001:2016 Anti-Bribery Management System

Outcome: Participants will understand the significance of addressing bribery risks and the benefits of implementing ISO 37001.

Topics:

- Defining Bribery and Corruption
- Risks and Opportunities
- Benefits of ISO37001 ABMS

Activities:

- Interactive discussion: "What is bribery and what are some examples you've heard of?"
- Case study analysis: A short case study on the consequences of a bribery incident for a company's reputation and finances.

Assessments:

- Short quiz: Definitions of bribery, corruption, and key terms.
- Individual reflection: A brief written piece on "Why is preventing bribery important to me and my role?"

Module 2: Anti-Bribery and Positive Work Ethics

Outcome: Participants will recognize the importance of ethical conduct and its role in preventing bribery.

Topics:

- Implications of work ethics in an anti-bribery context
- Positive work ethics and integrity in organizational operational effectiveness

Activities:

- Role-play: Scenarios depicting ethical dilemmas at work (e.g., accepting gifts, conflicts of interest).
- Group discussion: "How can we promote a culture of ethics and integrity in our team/department?"

Assessments:

- Scenario analysis: Participants analyze a complex ethical dilemma and propose a course of action.

- Group presentation: Teams present on the importance of specific ethical principles (e.g., honesty, fairness, accountability).

Module 3: Anti-Bribery and Risk Management

Outcome: Participants will understand the principles and processes involved in managing bribery risks.

Topics:
- Quality Risk Analysis Framework
- Auditing Risk-Based Thinking
- Types of Risk Assessments

Activities:
- Risk identification exercise: Brainstorming potential bribery risks in the organization's operations.
- Risk assessment workshop: Using a simple risk matrix to assess the likelihood and impact of identified risks.

Assessments:
- Risk register development: Participants create a basic risk register for a specific business process.
- Quiz: Key concepts of risk assessment (likelihood, impact, risk matrix).

Module 4: Understanding the Clauses of ISO37001

Outcome: Participants will gain an overview of the structure and key themes of the ISO 37001 standard.

Topics:
- The focus of this topic will be understanding the clauses of ISO37001 and its application based on risk-based process thinking

Activities:
- Interactive lecture: A clear and concise presentation of the ISO 37001 clauses, emphasizing their practical relevance.
- Clause mapping exercise: Connecting specific organizational activities to the relevant ISO 37001 clauses.

Assessments:

- Matching exercise: Matching key requirements from the ISO 37001 clauses to organizational responsibilities.
- Short answer questions: Testing understanding of the purpose of specific clauses.

Module 5: Interpreting Clause 4 - Context of the Organization

Outcome: Participants will understand the requirements for determining the internal and external factors that can affect the organization's ABMS.

Topics:
- Understanding the organizational context
- Understanding the needs and expectations of interested parties
- Determining the scope of the Anti-Bribery Management System
- Anti-Bribery Management System

Activities:
- SWOT analysis: Applying SWOT (Strengths, Weaknesses, Opportunities, Threats) to the organization's anti-bribery efforts.
- Stakeholder mapping: Identifying and analyzing the needs and expectations of relevant stakeholders (e.g., employees, customers, suppliers, regulators).

Assessments:
- Context analysis report: Participants analyze the context of a given organization in relation to bribery risks.
- Scope justification: Participants justify the scope of an ABMS they have defined, explaining their rationale.

Module 6: Interpreting Clause 5 - Leadership

Outcome: Participants will understand the role of leadership in establishing and promoting an anti-bribery culture.

Topics:
- Leadership and commitment
- Anti-bribery policy
- Organizational roles, responsibilities and authorities

Activities:

- Panel discussion: Senior management representatives discuss their commitment to anti-bribery.
- Policy review: Participants analyze the organization's anti-bribery policy and identify areas for improvement.

Assessments:
- Policy evaluation: Participants evaluate the effectiveness of an anti-bribery policy.
- Leadership commitment statement: Participants draft a statement outlining leadership's commitment to anti-bribery.

Module 7: Interpreting Clause 6 - Planning

Outcome: Participants will understand the requirements for planning to address risks and opportunities related to bribery.

Topics:
- Actions to address risks and opportunities
- Anti-bribery objectives and planning to achieve them

Activities:
- Objective setting workshop: Participants develop SMART (Specific, Measurable, Achievable, Relevant, Time-bound) anti-bribery objectives.
- Action planning exercise: Participants create action plans to achieve the defined objectives.

Assessments:
- Anti-bribery plan: Participants develop a comprehensive anti-bribery plan for a specific area of the organization.
- Objective evaluation: Participants assess the quality of given anti-bribery objectives.

Module 8: Interpreting Clause 7 - Support

Outcome: Participants will understand the requirements for resources, competence, awareness, communication, and documented information to support the ABMS.

Topics:
- Resources

- Competence
- Awareness
- Communication
- Documented Information

Activities:
- Competence assessment: Participants assess their own competence in relation to anti-bribery.
- Awareness campaign design: Participants develop a plan for raising anti-bribery awareness among employees.

Assessments:
- Training needs analysis: Participants identify training needs related to anti-bribery.
- Communication plan: Participants develop a communication plan for the ABMS.

Module 9: Interpreting Clause 8 - Operations

Outcome: Participants will understand the operational planning and control requirements for preventing bribery.

Topics:
- Operational planning and control
- Controls to prevent or mitigate bribery risks

Activities:
- Control design workshop: Participants design specific controls to prevent or mitigate identified bribery risks.
- Due diligence exercise: Participants practice conducting due diligence on a third party (e.g., supplier, agent).

Assessments:
- Control effectiveness evaluation: Participants evaluate the effectiveness of existing anti-bribery controls.
- Due diligence report: Participants prepare a due diligence report on a third party.

Module 10: Interpreting Clause 9 - Performance Evaluation

Outcome: Participants will understand the requirements for monitoring, measuring, analyzing, and evaluating the performance of the ABMS.

Topics:

- Monitoring, measuring, analysis and evaluation
- Internal audit
- Management review

Activities:

- Performance indicator development: Participants define key performance indicators (KPIs) for the ABMS.
- Internal audit simulation: Participants conduct a mock internal audit of a specific part of the ABMS.

Assessments:

- Performance report: Participants prepare a report summarizing the performance of the ABMS.
- Audit findings: Participants document audit findings and recommendations.