YOUR
LOGO

**COMPANY NAME**

ANTI-BRIBERY POLICY IMPLEMENTATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your Anti-Bribery Policy implementation. We specialize in corporate ethics, compliance frameworks, and global anti-corruption practices that align with legal and reputational standards.

This proposal outlines our plan for developing and deploying a comprehensive Anti-Bribery Policy for [Client Name].

# Project Objectives

The primary goals are:

- Design and implement an anti-bribery policy in alignment with applicable laws (FCPA, UK Bribery Act, OECD Guidelines)
- Establish internal controls and reporting systems for compliance
- Promote a culture of integrity and ethical business conduct
- Equip employees and management with knowledge to prevent and report bribery

# Proposed Services

Our policy implementation services include:

- Anti-bribery risk assessment and controls review
- Custom policy drafting and executive alignment
- Reporting structure and investigation protocols
- Training materials and delivery (virtual or in-person)
- Integration with code of conduct and procurement policies
- Monitoring and policy audit checklists

# Scope of Work

Scope includes:

- Development of a tailored Anti-Bribery Policy document
- Documentation of gift, hospitality, and third-party due diligence procedures
- Implementation roadmap with internal communications plan
- Optional: Software/platform recommendations for whistleblowing or case management

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Risk & Controls Assessment | Identify bribery risk areas and practices | [Start Date] |
| Policy Drafting | Create and review tailored anti-bribery policy | [Date] |
| Training & Rollout | Distribute policy and conduct staff training | [Date] |
| Monitoring & Final Delivery | Provide compliance checklists and roadmap | [Completion Date] |

# Pricing

Estimated cost breakdown for Anti-Bribery Policy implementation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Risk Assessment | Review risks, partners, and procedures | [Amount] |
| Policy Development | Draft and finalize anti-bribery policy | [Amount] |
| Training Materials | Slides, guides, and delivery support | [Amount] |
| Monitoring Tools | Checklist, escalation chart, and logs | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a compliance consultancy experienced in anti-corruption law, internal control systems, and governance frameworks.

- Experience: [X] years in ethics and compliance across regulated sectors
- Expertise: Anti-bribery legislation, internal audits, risk training, corporate ethics
- Mission: To help organizations maintain trust and transparency by implementing policies that deter unethical conduct

# Case Studies / Testimonials

Case Study: [Client Example]

- Project: Anti-bribery rollout for a multinational logistics company
- Outcome: Improved third-party screening, reduced reputational risk, and audit-ready compliance program

Testimonial:
“[Your Company Name] gave us practical, tested solutions that we could deploy globally. The training and documentation were top notch.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance on project milestones.
Scope: Includes risk review, policy drafting, training materials, and internal rollout.
Client Responsibilities: Provide access to existing compliance materials, stakeholders, and business processes.
Adjustments: Additional policies (e.g., Conflict of Interest) or risk reviews may affect scope and pricing.

# Acceptance

To approve this Anti-Bribery Policy Implementation Proposal and begin services, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client Name]
Title: [Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_