

Gifts and Entertainment

Our Gifts and Entertainment module is part of our employee™ compliance suite, which encourages employee openness and transparency whilst providing enhanced levels of oversight and control.

Concerned about evidencing compliance with the UK Bribery Act or FCPA in the US?

Our solution provides both employees and compliance with a simple and intuitive gifts and entertainment disclosure and approval service, with pre-defined forms for specific gift or entertainment types.

Each gift and entertainment type can be associated to its own approval workflow that implements your firm's existing policies and procedures.

Finally, the co-comply Attestation Service is fully integrated to the gift and entertainment module. This enables compliance to simply issue all employees with an electronic attestation that encompasses an auditable link to the firm's latest bribery policy, combined with a transactional view of all of the employee's gift and entertainment declarations.

THE COMPLIANCE CHALLENGE

Any form of gift or entertainment, whether given or received, must now be carefully considered to ensure that it will not breach local and international bribery rules.

Providing employees with a simple and intuitive service to access the firm's policy, to disclose and obtain approval for each request and to electronically attest their compliance will help to protect the employee, the firm and its clients.

Can you meet the compliance challenge?

My Entertainment

Gifts and Entertainment		Entertainment Received	
Gift/Entertainment	Type	Request Status	Effective
Cricket T20	Entertainment Received	Approved	02/02/2013
Pen and Diary	Gift Given	Approved	30/09/2012

EMPLOYEE ATTESTATION

Gifts and Entertainment			
Gift/Entertainment	Type	Disclosed	Effective
Cricket T20	Entertainment Received	21/05/2013	02/02/2013

I confirm that the above is an accurate record of the entertainment and / or gifts that were disclosable in accordance with the firm's policy.

A complete anti-Bribery and Corruption framework

The out-of-the-box framework provides the following integrated features and benefits:

- Empower employees to declare and manage their own activity.
- Pre-configured forms for each gift and entertainment type improving the quality of the information that is recorded.
- Audit trails of when the approval request was made and who approved it.
- Configurable workflows for each gift and entertainment type including manager approval and compliance approval.
- Centralised compliance testing and monitoring of all employee requests.
- Easy access to the firm's current published anti-bribery and corruption policy or compliance manual.
- Fully integrated to the Attestation Service providing a robust and efficient control framework that can be evidenced to regulators.

About CCL Co-Comply

CCL Co-Comply was formed to provide financial firms with integrated solutions to help them manage and implement the continual onslaught of regulations that they face.

For more information visit our website at: www.ccl-cocomply.com

or to arrange a demo email: enquiries@ccl-cocomply.com

• IMPROVED OVERSIGHT:

Oversight is not just the remit of compliance, employees should also be empowered to oversee and validate their personal activity. Our service provides each employee with a personalised view of their current and historic gift and entertainment requests; with easy access to the firm's latest policy or compliance manual, employees can be confident that they are compliant with regulation and the firm's code of conduct. The compliance oversight view provides full access across all employee requests enabling this information to be easily incorporated into the firm's compliance monitoring programme.

• INCREASED EFFICIENCY:

In this competitive regulatory environment compliance recruitment costs are soaring. Using compliance personnel to maintain spreadsheets and file emails is not cost effective, especially when the output is questionable as a robust audit trail. Our gifts and entertainment service not only removes these manual processes, but the output audit trail is robust and easily interrogated.

• ENGAGE EMPLOYEES:

Employees must be engaged and take responsibility for their own actions, ignorance of the firm's procedures cannot be used as an excuse when fraud or breaches occur. Providing your employees with a central automated service where they can easily disclose information will increase openness, transparency and ownership.