

Preventing Bribery and Corruption Storyboard

Legend for Colour Codes Used in this Storyboard:

Text Colour	Role	Character Name	Gender	Style
Dark Red	Neutral Narrator 1	N/A	Male/Female	
Purple	Neutral Narrator 2	Karen	Female	
Orange	Neutral Narrator 3	Mark	Male	
Light Blue	Neutral Narrator 4	Ariana	Female	
Brown	Neutral Narrator 5	Public Official	Male/Female	
Dark Green	On-Screen Text	---	---	On Screen Text
Dark Blue	Instruction Text	---	---	Instruction Text
Black	Internal Notes to the Development Team	---	---	Development Notes

Table of Contents

Queries	4
Notes for Development Team	5
Main Menu and Navigation.....	5
1. Main Menu.....	5
2. Navigation	6
Why Bribery is a Problem	7
3. Introduction.....	7
What is Bribery?	9
4. What is Bribery?	9
5. Is this Bribery?	11
6. Your role in combating bribery	13
7. Giving and receiving gifts	15
Maintaining our Business Integrity	16
8. What does this mean to me?	16
9. Mark's Dilemma	18
10. Is this a bribe?	19
11. Ariana's Dilemma	21
12. Should Ariana pay?	22
13. Our Policy	23
14. Koala Company's Dilemma	25
15. Could Koala Company be accountable?	25
16. Our Compliance Framework	28
17. Summary	29

18. Assessment31

19. Assessment31

20. Assessment32

21. Assessment33

22. Assessment34

23. Conclusion34

Queries

Sr. No.	Query	Response
1.		

Notes for Development Team

- Contractors and Employees use separate LMS's. The Beakon links should be used for contractors and the Refresh links should be used for employees.
- Please include resources tab with the following:

Anti-Bribery & Corruption Policy

- Refresh <https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf>
- Beakon <https://au.beakon.io/cca/source/Policies/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf>

Receipt of Gifts and Entertainment from Third Parties

- Refresh <https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Gifts%20and%20Entertainment%20Policy.pdf>
- Beakon <https://au.beakon.io/cca/source/Policies/Amatil%20Gifts%20and%20Entertainment%20Policy.pdf>

Our Code of Conduct

- Refresh <https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Code%20of%20Conduct.pdf>
- Beakon <https://au.beakon.io/cca/source/Policies/Amatil%20Code%20of%20Conduct.pdf>

Group Executive Approval and Process Framework

- Refresh <https://ccamatil1.sharepoint.com/sites/Refresh/WorkingAtAmatil/ChartofAuthority/Pages/default.aspx>
- Beakon <https://au.beakon.io/cca/source/Policies/GroupExecutiveApprovals.pdf>

Whistleblower Protection Policy

- Refresh <https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Whistleblower%20Protection%20Policy.pdf>
- Beakon <https://au.beakon.io/cca/source/Policies/Group%20Whistleblower%20Protection%20Policy.pdf>

Main Menu and Navigation

Page Title	Main Menu	Type	Static text and image	Number	1.
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.	--	<p>PREVENTING BRIBERY AND CORRUPTION</p> <p>Welcome to the course!</p> <p>You are required to complete each chapter and a short quiz to register your completion.</p> <p>You can access the Menu, Resources, and References using the icons at the top right of the screen.</p> <ul style="list-style-type: none"> • How to navigate this course • Why Bribery is a problem • What is Bribery? • Preventing Bribery • Maintaining our Business Integrity • Knowledge check 	<p>Menu page linking to each section. Adjust text regarding menu, resources etc. based on where on the screen they are located.</p> <p>Bulleted points are the sections.</p>
End-of-Page Instruction		--	

Page Title	Navigation	Type	Static text and image	Number
Screen Layout				
Event	Audio	On-Screen Text (OST)	Internal Development Notes	
1.	--		Example page with instructions on how to navigate the course.	

End-of-Page Instruction

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Why Bribery is a Problem

Page Title	Introduction	Type	Click to reveal	Number	3.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.		<p>WHY DO THIS COURSE?</p> <p>Bribery and corruption can have a devastating effect on society, communities, businesses and individuals.</p> <p>Click each section below to learn more about the effects of bribery and corruption.</p> <p>Communities</p> <p>Organisations</p> <p>Individuals</p> <p>As an Amatil employee, you play a critical role in preventing bribery and corruption and it is important that you understand how you can contribute.</p>		<p>Click to reveal events 2, 3 and 4 (headings are bolded)</p> <p>Link highlighted text to</p> <p>https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Beakon)</p>	

		Take a moment to read through the Amatil Anti-Bribery & Corruption Policy to understand your role and responsibilities.	
2.		Communities Communities can suffer through money being diverted from projects that benefit the greater good to projects that benefit the individuals involved in bribery and corruption.	
3.		Organisations Organisations that are associated with bribery and corruption can face: <ul style="list-style-type: none">• Fines, legal action and compensation claims• Damage to their reputation suppliers, regulators and competitors• Financial losses• Rejection by suppliers, customers and investors	
4.		Individuals Individuals associated with any form of bribery or corruption could face: <ul style="list-style-type: none">• Disciplinary action, including dismissal• Damage to career prospects, financial position, reputation and standing• Significant fines and freezing of assets• Criminal conviction and prison sentences	

End-of-Page
Instruction

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What is Bribery?

Page Title	What is Bribery?	Type	Knowledge Check	Number	4.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.	--	<p>Most people have some idea of what bribery is, but would you know it if you encountered it?</p> <p>Review the situations below and decide if they could involve an act of bribery.</p> <p>Select all answers that apply, then select "Submit"</p> <ul style="list-style-type: none">John submitted a tender to a potential customer. Later, he offered a key decision-maker in the tender process two tickets to a high-profile sporting eventNoah donates to a charity in an attempt to develop a positive relationship with a local customs official. The customs official's wife is the patron of the charity		<p>Ungraded quiz (knowledge check). Correct answers are bolded.</p> <p>Please show visual indicators for correct/incorrect selection and answer.</p>	

		<ul style="list-style-type: none"> • Anna agrees to sign a contract with a new supplier because the supplier recently offered her son a job 	
2.		<p>All these situations are potential acts of bribery.</p> <p>Bribery isn't just about people handing over envelopes of cash.</p> <p>A bribe is any benefit or item of value that unjustly influences the actions of another, often in breach of their official or legal duties or outside of normal procedures.</p> <p>Bribes can include:</p> <ul style="list-style-type: none"> • Goods or services • Gifts, trips, entertainment, hospitality, gift cards • Property • Equipment • Business opportunities • Amatil's products • Offers of employment • A promotion or an honour • Awarding a contract • 'Special' treatment (e.g. fast tracking an application or decision) 	<p>Doesn't matter if the learner gets it correct, the learning is in the feedback.</p> <p>Same feedback for correct and incorrect (except for stating whether they were correct or not).</p>
End-of-Page Instruction		--	

Page Title	Is this Bribery?	Type	Knowledge Check	Number	5.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.	--	<p>Think about the following situations and decide if they are true or false.</p> <p>Select True or False for each of the statements below, then select "Submit"</p>		<p>Ungraded quiz (knowledge check). Correct answers are bolded.</p> <p>Please show visual indicators for correct/incorrect selection and answer.</p>	
2.		It's OK to request a gift in exchange for awarding a business contract.		Answer is false	
3.		<p>Bribery can be active or passive:</p> <ul style="list-style-type: none"> Active bribery occurs when someone offers, promises or gives a bribe to someone else Passive bribery occurs when someone requests, agrees to receive or accepts a bribe <p>Law enforcement authorities in most of the countries where we operate consider the offering, giving and receiving of a bribe to be a criminal offence.</p>		<p>Doesn't matter if the learner gets it correct, the learning is in the feedback.</p> <p>Same feedback for correct and incorrect (except for stating whether they were correct or not).</p>	
4.		Bribery always involves public or government officials.		Answer is false	
5.		<p>Bribery can be public or private:</p> <ul style="list-style-type: none"> Public bribery occurs when a bribe is offered, promised or given between two or more people 		Doesn't matter if the learner gets it correct, the learning is in the feedback.	

		<p>and at least one is a public or government official</p> <ul style="list-style-type: none"> Private bribery occurs when a bribe is offered or accepted between two or more private individuals or organisations <p>In some countries the penalties for public bribery are more severe but, in many of the countries where we operate, public and private bribery are both illegal.</p> <p>Regardless of the law in a country, Amatil has a zero tolerance for any bribery or corruption. That is why you need to be very careful that you are not doing anything that looks like a bribe when conducting business, especially with a public or government official.</p>	Same feedback for correct and incorrect (except for stating whether they were correct or not).
6.		It's not a bribe if it is paid by someone else acting on my behalf.	Answer is false
7.		<p>Bribery can be direct or indirect:</p> <ul style="list-style-type: none"> Direct bribery occurs when someone offers or accepts a bribe themselves Indirect bribery occurs when someone allows a third party to make or receive a bribe on their behalf <p>Offering, receiving or giving a bribe via a third party is no different to offering, receiving or giving a bribe directly.</p>	<p>Doesn't matter if the learner gets it correct, the learning is in the feedback.</p> <p>Same feedback for correct and incorrect (except for stating whether they were correct or not).</p>

End-of-Page
Instruction

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Page Title	Your role in combating bribery	Type	Click to reveal	Number	6.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.		<p>Our Anti-Bribery & Corruption Policy will only be effective if everyone at Amatil understands it and is committed to following it. We all need to focus on doing business the right way.</p> <p>Select each heading to see how you can help combat bribery.</p>		<p>Click on each heading (bolded) to reveal information that follows.</p> <p>Present as a checklist.</p>	
2.		<p>Think about it...</p> <p>Amatil has zero tolerance for any bribery or corruption in our business dealings and operations. Nothing should tempt you to offer or accept a bribe. Not the need to meet any targets, not pressure from a</p>			

		<p>colleague or even direct orders from a more senior employee or manager.</p> <p>Our commitment to honesty, integrity and accountability always comes first.</p>	
3.		<p>Ask yourself...</p> <p>If you are asked to do anything that could be perceived as corrupt or as a bribe, ask yourself:</p> <ul style="list-style-type: none"> • Am I really doing what's best for Amatil? • Am I willing to face the personal consequences? <p>If you are ever in doubt about what you need to do to stay on the right side of the law, always check with your manager, People & Culture partner or your local Amatil Legal team.</p>	
4.		<p>Act on it...</p> <p>If you know or suspect that anyone is involved in bribery or corruption, we encourage you to speak up through your direct manager, your People & Culture Business Partner or via Amatil's Whistleblower process.</p> <p>Amatil's Whistleblower process allows you to speak up anonymously to any of Amatil's Whistleblower Protection Officers or via the external Whistleblower Hotline. See the Whistleblower Protection Policy for further details.</p>	<p>Link highlighted text to</p> <p>https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Whistleblower%20Protection%20Policy.pdf</p> <p>(Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Group%20Whistleblower%20Protection%20Policy.pdf</p> <p>(Beakon)</p>

End-of-Page Instruction	--		

Page Title	Giving and receiving gifts	Type	Static text and image	Number	7.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.		<p>Amatil's starting position is that we do not offer or give gifts or entertainment to public officials or government departments.</p> <p>In most countries we operate in, public officials are prevented from accepting gifts.</p> <p>In some cases, there might be a legitimate business reason for giving or receiving gifts or entertainment where public officials are involved. In such cases, you must follow our Group Executive Approval and Process Framework (GEAPF) and seek prior written approval from the Group Director, Legal and Corporate Affairs.</p> <p>In limited cases, the Group Director, Legal and Corporate Affairs may elect to issue a 'blanket</p>		<p>Link yellow highlighted text to https://ccamatil1.sharepoint.com/sites/Refresh/WorkingAtAmatil/ChartofAuthority/Pages/default.aspx (Refresh)</p> <p>https://au.beakon.io//cca/source/Policies/GroupExecutiveApprovals.pdf (Beakon)</p> <p>Link blue highlighted text to https://ccamatil1.sharepoint.com/sites/CCALMS/Content/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Beakon)</p> <p>Link grey highlighted text to</p>	

		approval' for routine, recurring interactions with public officials. Check our Anti-Bribery and Corruption and Receipt of Gifts and Entertainment from Third Parties policies for more details.	https://ccamatil1.sharepoint.com/sites/CCALMS/Content/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Gifts%20and%20Entertainment%20Policy.pdf (Refresh) https://au.beakon.io/cca/source/Policies/Amatil%20Gifts%20and%20Entertainment%20Policy.pdf (Beakon)
End-of-Page Instruction	--		

Maintaining our Business Integrity

Page Title	What does this mean to me?	Type	Static text and image	Number	8.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.	--	Anti-bribery and corruption laws reflect some common principles that aim to prevent bribery and corruption in all its forms. An understanding of these principles can help you to avoid doing something that may violate Amatil policies and the law. See if you can solve the following dilemmas that present these principles in a range of business situations.			

End-of-Page Instruction

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Page Title		Type	Number
Mark's Dilemma		Video	9.
Screen Layout			
Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.		<p>Take a look at Mark's story and then answer the question that follows.</p> <p>Click the screen or press [play button] to play the video.</p>	<p>Video with closed captions – please use images that match the narration.</p> <p>Replace [play button] with an image of the play button.</p>
2.	<p>Mark is in Amatil's procurement team. Karen is employed by a supplier of packaging services and is responsible for leading the bid for a new supply contract with Amatil. Karen has invited Mark to join her for a presentation at her offices to discuss the services her company can offer.</p> <p>After her presentation, Karen and Mark have a chat.</p>		Video with closed captions – please use images that match the narration.
3.	<p>I've ordered us some lunch. Shall we take a break now?</p> <p>This looks delicious. Thank you, actually, my wife's company does this.</p> <p>Your wife runs a catering company?</p> <p>Yes, a very good one too. Location catering, hospitality events, office</p>		Video with closed captions – please use images that match the narration.

	parties, that kind of thing. She's just starting up, trying to establish herself.		
4.	<p>Later that day, Mark receives a call from Karen.</p> <p>Hi... I was thinking about what you were telling me about your wife earlier. We're always looking for someone to cater for onsite meetings...</p> <p>Sounds great, let's meet to discuss it more on Monday.</p>		Video with closed captions – please use images that match the narration.
5.	<p>On Monday, Mark, Karen and his wife meet. They discuss what her catering company can offer Karen, who is sure that if she looks after Mark's wife then he will look very favourably on her packaging contract with Amatil...</p> <p>We're delighted to do business with you and award you our catering contracts.</p>		Video with closed captions – please use images that match the narration.
End-of-Page Instruction --			

Page Title	Is this a bribe?	Type	Knowledge check	Number	10.
Screen Layout					
Event	Audio	On-Screen Text (OST)	Internal Development Notes		

1.		<p>Karen made a deal with the catering company run by Mark's wife.</p> <p>Could Karen's actions be considered a bribe? Choose one option, then select "Submit"</p> <p>Yes – Karen's deal with the catering company owned by Mark's wife could be an attempt to influence his decision</p> <p>No – Karen's deal with the catering firm owned by Mark's wife does not offer him a direct benefit, so this cannot be a bribe</p> <p>No – Karen only found out about the catering company owned by Mark's wife during an informal discussion, so this cannot be a bribe</p>	<p>Ungraded quiz (knowledge check). Correct answer is bolded.</p> <p>Please show visual indicators for correct/incorrect selection and answer.</p>
2.		<p>This could be considered a bribe. By employing Mark's wife to provide office catering services for her company, Karen sought to gain an unfair advantage in the bidding process. Mark is the key decision-maker and Karen was encouraging him to act improperly.</p> <p>Mark also had a conflict of interest. He should have disclosed this and removed himself as</p>	<p>Doesn't matter if the learner gets it correct, the learning is in the feedback.</p> <p>Same feedback for correct and incorrect (except for stating whether they were correct or not).</p>

		key decision-maker on this potential supply arrangement.	
End-of-Page Instruction		--	

Page Title	Ariana's Dilemma	Type		Number	11.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.		Take a look at Ariana's story and then answer the question that follows.		Video with closed captions – please use images that match the narration.	
		Click the screen or press [play button] to play the video.		Replace [play button] with an image of the play button.	
2.	Ariana works in Group Property and is trying to obtain planning consent for a new manufacturing site for Amatil. She has completed all the relevant paperwork and paid the required fees, but the application has still not been approved.			Video with closed captions – please use images that match the narration.	
3.	Frustrated with the slow progress of her application, Ariana visits the local planning office to find out what has caused the delay. She is invited to discuss the matter with a public official.			Video with closed captions – please use images that match the narration.	

	<p>This application is so important to Amatil... we need a decision as soon as possible.</p> <p>I understand, but these things take time.</p> <p>I was told to expect a decision weeks ago. So far, we've heard nothing.</p>		
4.	<p>I can fast-track the application if you agree to pay me a small additional fee. But I paid all the official fees... I wasn't aware that there would be more charges.</p> <p>It's not an official fee, but it's the only way I can give your application the priority it deserves.</p>		Video with closed captions – please use images that match the narration.
End-of-Page Instruction --			

Page Title		Type	Knowledge Check	Number	12.
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
1.		<p>If Ariana makes the payment, the public official will 'fast-track' the application. Would you advise Ariana to pay the fee?</p> <p>Choose one option, then select "Submit"</p>		<p>Ungraded quiz (knowledge check). Correct answers are bolded.</p> <p>Please show visual indicators for correct/incorrect selection and answer.</p>	

		<p>Yes – she should make the payment, it is no more harmful than paying a tip to a taxi driver</p> <p>Maybe – but only if Ariana’s manager confirms that this is acceptable</p> <p>No – this may constitute a bribe or a facilitation payment which is not acceptable at Amatil</p>	
2.		<p>Paying the fee may be considered a bribe or a facilitation payment, which is not acceptable to Amatil and is illegal in many countries we operate in.</p> <p>Facilitation payments are typically small, unofficial payments given to public officials to expedite the timing of a routine action or process (e.g. processing papers, issuing permits etc.) or smooth its progress. They can be in the form of monetary payments or other inducements.</p>	<p>Doesn’t matter if the learner gets it correct, the learning is in the feedback.</p> <p>Same feedback for correct and incorrect (except for stating whether they were correct or not).</p>

End-of-Page Instruction

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Page Title	Our Policy	Type	Static text and image	Number	13.
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Screen Layout			
Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.		<p>Amatil's Anti-Bribery and Corruption Policy prohibits offering or giving facilitation payments to public and government officials anywhere for any reason.</p> <p>We encourage you to be mindful when making any payments to public or government officials.</p> <ul style="list-style-type: none"> Consider whether the amount requested is aligned with published fees Always ask for a receipt which details the reason for the payment and an itemisation of each cost If in doubt, consult with your manager or the Group Director, Legal and Corporate Affairs before taking any action <p>For your Safety If someone demands a bribe or facilitation payment from you and you believe that if you don't pay there is an immediate threat to your health, safety or liberty, make the payment. As soon as you are out of danger, report all details of the incident and payment to your manager and the Group Director, Legal and Corporate</p>	<p>Link highlighted text to https://ccamatil1.sharepoint.com/sites/CCALMS/Content/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Beakon)</p> <p>Breakout box for the 'For your Safety' content.</p>

		Affairs. At Amatil, the health, safety and liberty of our people is paramount.	
End-of-Page Instruction	--		

Page Title	Koala Company’s Dilemma		Type	Text and static image	Number	14.
Screen Layout						
Event	Audio	On-Screen Text (OST)	Internal Development Notes			
1.		<p>Koala Co, an Australian company, has outsourced its Indonesian marketing activities to Indo Emu Co.</p> <p>Koala Co discovered that Indo Emu Co has been offering lavish gifts and entertainment to the officials in the Jakarta Roads Authority in order to secure exclusive access to billboards next to major highways.</p> <p>Koala Co has received some unofficial accounts of such conduct, but at the same time they are extremely pleased that they have secured access to these key billboards.</p>				

Page Title	Could Koala Company be accountable?	Type	Knowledge Check	Number	15.
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.		<p>What do you think? Could Koala Co or their employees be held accountable for the corrupt actions of Indo Emu Co?</p> <p>Choose one option, then select "Submit"</p> <p>Yes – Koala Co could be legally responsible for Indo Emu Co's actions and their employees could also be held accountable</p> <p>Maybe – but only if Koala Co employees knew for a fact what Indo Emu Co was doing and did nothing to stop them</p> <p>No – Koala Co and its employees cannot be held responsible for the actions of another company</p>	<p>Ungraded quiz (knowledge check). Correct answers are bolded.</p> <p>Please show visual indicators for correct/incorrect selection and answer.</p>
2.		<p>Companies can be liable for the actions of third parties working on their behalf anywhere in the world, even if they are unaware of these corrupt activities. They must have procedures to check and confirm conduct of their agents and contractors.</p> <p>If you appoint third parties to carry out services on Amatil's behalf, it is essential to:</p>	<p>Doesn't matter if the learner gets it correct, the learning is in the feedback.</p> <p>Same feedback for correct and incorrect (except for stating whether they were correct or not).</p> <p>Link yellow highlighted text to https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-</p>

		<ul style="list-style-type: none"> • Conduct appropriate due diligence, both at the outset and regularly throughout the relationship, so we know who we are dealing with • Ensure we have a written contract with them in which they agree to comply with all applicable laws, Amatil's Code of Conduct, and Anti-Bribery and Corruption Policy • Ensure they satisfactory anti-bribery and corruption measures <p>If you know or suspect that anyone is involved in bribery or corruption, we encourage you to speak up through your direct manager, your People & Culture Business Partner or via Amatil's Whistleblower process.</p>	<p>%20SAI%20LMS/Amatil%20Code%20of%20Conduct.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Amatil%20Code%20of%20Conduct.pdf (Beakon)</p> <p>Link blue highlighted text to https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Beakon)</p> <p>Link grey highlighted text to https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Whistleblower%20Protection%20Policy.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Group%20Whistleblower%20Protection%20Policy.pdf (Beakon)</p>
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End-of-
Page
Instruction

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Page Title	Our Compliance Framework	Type	Static text and image	Number	16.
Screen Layout					
Event	Audio	On-Screen Text (OST)			Internal Development Notes
1.		<p>Our compliance framework helps ensure that we continue to reject bribery and corruption and maintain our business integrity. This includes the appropriate policies to define the standards we expect from everyone working for and on behalf of Amatil, and the tools to enforce, improve and monitor these standards.</p> <p>An Anti-Bribery and Corruption Policy and Code of Conduct</p> <p>A robust and current Anti-Bribery and Corruption policy, along with our Code of Conduct, are essential to reflect all applicable</p>			<p>Link blue highlighted text to https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Amatil%20Anti%20Bribery%20and%20Corruption%20Policy.pdf (Beakon)</p> <p>Link yellow highlighted text to</p>

		<p>laws, raise awareness of the key risks and to clearly communicate the standards expected of everyone who works for or on behalf of Amatil.</p> <p>A Gifts and Entertainment register An appropriate Gifts and Entertainment register requires all our people to register and receive the appropriate authorisation for any gifts, hospitality or entertainment they receive when working for Amatil.</p> <p>A confidential Whistleblower hotline We have a confidential Whistleblower hotline, available to our people and third parties, which enables anyone to raise a concern relating to bribery and corruption or to make a report of an incident of bribery in confidence, or anonymously. We also have other avenues for disclosures under our Whistleblower Protection Policy.</p>	<p>https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Code%20of%20Conduct.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Amatil%20Code%20of%20Conduct.pdf (Beakon)</p> <p>Link grey highlighted text to https://ccamatil1.sharepoint.com/sites/CCALMSContent/AICC%2FPolicies%20-%20SAI%20LMS/Amatil%20Whistleblower%20Protection%20Policy.pdf (Refresh)</p> <p>https://au.beakon.io/cca/source/Policies/Group%20Whistleblower%20Protection%20Policy.pdf (Beakon)</p>
End-of-Page Instruction	--		

Page Title	Summary	Type	Static text and image	Number	17.
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.		<p>To maintain our business integrity, Amatil has:</p> <ul style="list-style-type: none">• Adopted a 'zero tolerance' approach to bribery and corruption• Built a culture of compliance, where all our People have a personal responsibility to reject bribery and corruption• Implemented a compliance framework to define, enforce, improve and monitor the required compliance standards <p>Check your Knowledge</p> <p>You will be presented with 5 questions to check you understand how to prevent bribery and corruption.</p> <p>To receive credit for this course you must get all 5 questions right.</p> <p>Click the 'Next' arrow to begin.</p>	Change instructions accordingly to start the quiz if necessary.
End-of-Page Instruction		--	

Page Title	Assessment	Type	Textual MRQ (Single-Select)	Number	18.
Question Stem	Which of these is an example of bribery?				
Instruction	Select the correct option and click Submit .				
Options	<input type="checkbox"/> Convincing someone to pay for goods that are never delivered <input type="checkbox"/> Misleading someone into believing that a false statement is true <input type="checkbox"/> Offering something of value to encourage or gain an unfair advantage <input type="checkbox"/> Providing customers discounted pricing if they buy products in greater volumes				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer. The correct answer is boldfaced.				
Correct Feedback	You are right! Bribery is offering, giving or receiving something of value to encourage or reward something which is unfair, biased, improper or illegal.				
Incorrect Feedback	That's not quite right. Bribery is offering, giving or receiving something of value to encourage or reward something which is unfair, biased, improper or illegal.				
End-of-Page Instruction					

Page Title	Assessment	Type	Textual MRQ (Single-Select)	Number	19.
Question Stem	Which of these statements is true?				
Instruction	Select the correct option and click Submit .				
Options	<input type="checkbox"/> It is only illegal to pay a bribe; it is not illegal to accept one <input type="checkbox"/> It is only illegal to accept a bribe; it is not illegal to pay one <input type="checkbox"/> Bribery can only occur when a public official is involved <input type="checkbox"/> Bribery can involve public officials or private individuals/companies				

Visual Feedback	Please show visual indicators for correct/incorrect selection and answer. The correct answer is boldfaced.
Correct Feedback	You are right! It is illegal to offer or accept a bribe to or from a public official or an employee of a private company.
Incorrect Feedback	That's not quite right. It is illegal to offer or accept a bribe to or from a public official or an employee of a private company.
End-of-Page Instruction	

Page Title	Assessment	Type	Textual MRQ (Single-Select)	Number	20.
Question Stem	A sales manager is keen to win a contract with a new client and promises the key decision-maker tickets to a high-profile sporting event three months after the contract is due to be awarded. If the decision-maker accepts the offer and awards the sales manager the contract, could this be a bribe?				
Instruction	Select the correct option and click Submit .				
Options	<input type="checkbox"/> No, because the key decision-maker employee will receive the tickets after the contract has been awarded <input type="checkbox"/> No, because the promise of an advantage or benefit cannot be a bribe <input type="checkbox"/> Maybe, but only if the tickets are handed over before the decision is made <input type="checkbox"/> Yes, this is a bribe				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer. The correct answer is boldfaced.				
Correct Feedback	You are right! Agreeing to offer or accept an advantage or benefit to unfairly influence how someone carries out their role is a bribe, even if they will only receive the advantage or benefit in the future.				
Incorrect Feedback	That's not quite right.				

	Agreeing to offer or accept an advantage or benefit to unfairly influence how someone carries out their role is a bribe, even if they will only receive the advantage or benefit in the future.
End-of-Page Instruction	

Page Title	Assessment	Type	Textual MRQ (Single-Select)	Number	21.
Question Stem	An Amatil employee is asked to pay a small fee to a government official in an overseas country. When the employee asks why the payment is required, she is told: "The payment is not official, but it is customary." What should the employee do?				
Instruction	Select the correct options and click Submit .				
Options	<input type="checkbox"/> Refuse to pay the fee <input type="checkbox"/> Agree to pay, provided that the fee is less than \$50 <input type="checkbox"/> Pay the fee, regardless of the amount <input type="checkbox"/> Pay the fee but ask for a receipt				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer. The correct answer is boldfaced.				
Correct Feedback	<p>You are right!</p> <p>In some countries it may be considered customary to make small unofficial payments to government officials to expedite the role that they are employed to carry out. No matter how small the amount, payments like these are prohibited.</p>				
Incorrect Feedback	<p>That's not quite right.</p> <p>In some countries it may be considered customary to make small unofficial payments to government officials to expedite the role that they are employed to carry out. No matter how small the amount, payments like these are prohibited.</p>				
End-of-Page Instruction					

Page Title	Assessment	Type	Textual MRQ (Single-Select)	Number	22.
Question Stem	After conducting due diligence, you have hired a new agent to act on Amatil's behalf in another country. However, some months later you find out the agent has paid bribes to several public officials to secure a valuable contract for Amatil. Which of the following is true?				
Instruction	Select the correct option and click Submit .				
Options	<input type="checkbox"/> You conducted due diligence so you cannot be blamed for the agent's actions <input type="checkbox"/> The agent is responsible for these bribes, not Amatil <input type="checkbox"/> Amatil may be responsible for the agent's actions as the agent was acting on Amatil's behalf <input type="checkbox"/> Since the contract is valuable to Amatil, you can overlook the agent's actions this time but warn the agent against any repetition in future negotiations				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer. The correct answer is boldfaced.				
Correct Feedback	<p>You are right!</p> <p>You were correct to conduct due diligence first, however Amatil may still be responsible for the bribes the agent has paid on its behalf. You should consult your local Legal team straight away to work out the best way for Amatil to deal with this. The consequences could be more severe if you attempt to hide the bribery.</p>				
Incorrect Feedback	<p>That's not quite right.</p> <p>You were correct to conduct due diligence first, however Amatil may still be responsible for the bribes the agent has paid on its behalf. You should consult your local Legal team straight away to work out the best way for Amatil to deal with this. The consequences could be more severe if you attempt to hide the bribery.</p>				
End-of-Page Instruction					

Page Title	Conclusion	Type	Static text and images	Number	23.
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.		<p>You have now completed this module.</p> <p>Please close this window or click on the 'Exit Course' button to close this page and record your completion.</p>	Include 'Exit Course' button
End-of-Page Instruction	--		