

Competence Procedure

Reference: ABMS DOC 7.2

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1. Scope

All individuals working under Organisation Name's control, including Top Management and senior positions, are within the scope of this procedure.

2. Responsibilities

2.1 The Anti-Bribery Compliance Function is responsible for ensuring that all necessary competences are identified for the anti-bribery management system.

<<2.2 removed for sample purposes>>

3. Procedure

3.1 Identifying competence

3.1.1 The Anti-Bribery Compliance Function identifies necessary competence for all staff working in areas capable of affecting the performance of the anti-bribery management system and records this in the [Competence Matrix](#).

<<3.1.2-3.1.3 removed for sample purposes>>

3.2 Recognition of competence

3.2.1 Persons doing work under Organisation Name's control are required to have all essential competencies identified for that role in the [Competence Matrix](#).

<<3.2.2-3.2.3 removed for sample purposes>>

3.3 Acquiring competence

3.3.1 Organisation Name acquires appropriate competence for its management systems through the following methods:

3.3.1.1 Hiring suitably competent individuals

<<3.3.1.2-3.3.1.3 removed for sample purposes>>

3.3.2 Organisation Name's hiring and contracting is conducted in accordance with the procedures above (3.1 and 3.2) to identify and recognise appropriate competence.

3.3.3 Organisation Name's provision of training is conducted as described in the [Training and Development Procedure](#).

Document owner and approval

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