



ANTI-MONEY LAUNDERING POLICY



Anti-Money Laundering (AML) Policy			
Last Reviewed	March 2023	Next Review	April 2026
Responsible Officer	Chief Finance & Technology Officer		

Policy Statement: Money laundering describes the process used to make money which has been acquired from criminal activity appear to have been lawfully acquired. These processes are typically highly complex and by design hard to trace. Funds, whether generated through organised crime, terrorism or drug trafficking, will be placed within the mainstream economy or financial sector and the source and origin of the funds will be progressively concealed with each transaction. These transactions must be carried out in such a way as to avoid attracting the attention of the authorities and with it the risk of detection, confiscation and criminal proceedings. Because of the laundering, the funds will appear to be lawfully acquired.

Freebridge shall comply with all relevant legislation that places obligations on Freebridge and its employees to prevent criminal activity.

Freebridge shall maintain the highest levels of integrity and protection of all its members of staff and customers. This is supported by procedures that must be adhered to by all staff to enable the Association to comply with all its legal obligations

Policy Detail:

This guidance is supplemented with further detailed procedures within our:

- [Anti-Money Laundering: General Procedure Guide](#)
- [Anti-Money Laundering: Verification of Funds Procedure Guide](#)

The relevant legislation that places obligations on Freebridge and its employees include the:

- Anti-Terrorism, Crime and Security Act 2001
- Proceeds of Crime Act 2002 (as amended by the Serious Organised Crime and Police Act 2005).
- Criminal Finances Act 2017;
- Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017; and
- The Money Laundering and Terrorist Financing (Amendment) (No.2) Regulations 2022.

Not all of the Association's business is "relevant" for the purposes of the legislation. It is mainly accountancy, income team/rent collection and property transactions. However, it is important that all employees are familiar with their legal responsibilities.

Serious criminal sanctions may be imposed for breaches of the legislation. The key requirement is that all staff are required to promptly report any suspected money laundering activity to the Money Laundering Reporting Officer.

Reference should also be made to the Association's Whistleblowing Policy and Anti-Fraud, Bribery and Corruption Policy.

Responsibilities

Chief Executive	Overall responsibility for compliance with relevant legislation, the money laundering regulations and for the implementation of this policy and procedures. To ensure that all other Board members are kept informed as appropriate.
Chief Finance & Technology Officer	The Money Laundering Reporting Officer (MLRO), as required under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, nominated to receive disclosures from employees of potential or actual money laundering (their own or anyone else's) within the Association. The provision of appropriate advice and guidance.
Head of Finance	In the absence of the MLRO, the Head of Finance shall act on their behalf.
Service Directors and Managers	Responsible for maintaining, an up to date awareness and understanding of Freebridge's legal obligations. Ensure that anti-money laundering processes are being adhered to, including the training of staff and the planning and organisation of work.
All staff	Have a responsibility to: • Maintain the highest levels of integrity • Report any and all suspicions to the MLRO (see above) • Adhere to the agreed money laundering procedures to ensure that the Association complies with all relevant legislation and legal obligation complete anti-money laundering training prescribed. Deliberate or negligent breaches of this responsibility may result in the disciplinary action.

We shall:

- Undertake Anti-Money Laundering (AML) risk assessments (as an organisation and for each new customer) as relevant including:
 - o The identification and assessment of the risks of money laundering and terrorist financing to which its business is subject.
 - o Risk factors of its customers; products or services; transactions and delivery channels.
 - o Maintain an up-to-date written record of all steps it has taken; and
 - o Each transaction, as appropriate.

- Establish an independent audit function to monitor compliance, ie internal audit.
- Require customer due diligence documentation including:
 - o Politically exposed persons (PEPs) (including UK government officials as well as any overseas officials).
 - o Trusts, trustees and beneficiaries.
- Implement a procedure to enable the reporting of suspicions of money laundering; further detailed procedural guidance is available in our [Anti-Money Laundering: General Procedure Guide](#)
- Maintain client identification procedures in certain circumstances; and
- Maintain record keeping procedures. See also our [Anti-Money Laundering: Verification of Funds Procedure Guide](#) for detailed procedural guidance
- Undertake regular training to enable a relevant person to take the required measures to ensure that relevant employees and agents are:
 - o Screened (for those involved in AML Compliance)
 - o Made aware of the law relating to money laundering and terrorist financing, and to data protection; and
 - o Regularly given training in how to recognise and deal with transactions and other activities which may be related to money laundering or terrorist financing including a record of all the training employees receive
- Establish and maintain policies, controls and procedures to mitigate and manage effectively the risks of money laundering and terrorist financing identified in any risk assessment including;
 - o Maintaining a written record of the policies, controls and procedures established and approved by senior management
 - o Risk management practices;
 - o Internal controls;
 - o Customer due diligence;
 - o Reporting and record keeping;
 - o Monitoring and management of compliance arrangements, and the internal communication of, such policies, controls and procedures.

Data Protection

Under the relevant legislation **we shall:**

- Ensure that any personal data obtained by relevant persons or supervisory authorities or registering authorities to comply with our obligations in these Regulations may only be processed for the purposes of preventing money laundering and terrorist financing and that:
- The processing of personal data for the purposes of preventing money laundering and terrorist financing is to be considered to be necessary for the exercise of the following:

- o A public task for the purposes of Article 6(1)(e) of the UK General Data Protection Regulation; and
 - o A legal obligation for the purposes of Article 6(1)(c) of the UK General Data Protection Regulation.
- No other use may be made of personal data referred to in the paragraph above, unless:
 - o Use of the data is permitted by or under an enactment other than these Regulations; or
 - o The relevant person has obtained the express consent of the data subject to the proposed use of the data.
 - Ensure that Relevant persons must provide new customers with the following information before establishing a business relationship or entering into an occasional transaction with the customer;
 - o The registrable particulars of the relevant person, within the meaning of section 16 of the Data Protection Act 2018(a);
 - o A statement that any personal data received from the customer will be processed only for the purposes of preventing money laundering and terrorist financing, or as permitted.
 - Consider that for the purposes of this regulation “personal data”, “processing” and “data subject” have the meanings given in section 1 of the Data Protection Act 2018.

Further information can be obtained from the following sources:

www.gov.uk/topic/business-tax/money-laundering-regulations/latest

Website detailing Money laundering regulations: latest documents

[Business tax: Anti money laundering supervision - detailed information - GOV.UK \(www.gov.uk\)](http://www.gov.uk/business-tax/anti-money-laundering-supervision-detailed-information)

Website detailing Money laundering supervision:

[Appoint a nominated officer and train staff for money laundering supervision - GOV.UK \(www.gov.uk\)](http://www.gov.uk/appoint-a-nominated-officer-and-train-staff-for-money-laundering-supervision)

www.nationalcrimeagency.gov.uk – website of the National Crime Agency

“Combating Financial Crime: Further Guidance on Anti-money Laundering for Public Service Organisations” – CIPFA at: [Anti-Money Laundering | CIPFA](http://www.cipfa.org.uk/anti-money-laundering)

“Anti-Money Laundering (Proceeds of Crime and Terrorism) – Second Interim Guidance for Accountants” – CCAB (www.ccab.org.uk)

Website detailing - Guidance on anti-money laundering: How it affects members of the National Housing Federation

<https://www.housing.org.uk/resources/anti-money-laundering-guidance/>

Bills and Legislation

Anti-Terrorism, Crime and Security Act 2001;

Proceeds of Crime Act 2002 (as amended by the Serious Organised Crime and Police Act 2005);

Criminal Finances Act 2017;

Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017; and

The Money Laundering and Terrorist Financing (Amendment) (No.2) Regulations 2022.