

# Anti-Bribery & Corruption Policy

|   |   |                     |
|---|---|---------------------|
| Written by<br>David Spencer                             | Signature<br> | Date<br>08 Feb 2021 |
| Checked and Approved by<br>Patty Olejniczak             | Signature<br> | Date<br>08 Feb 2021 |
| Checked and Approved by<br>Duy Nguyen                   | Signature<br> | Date<br>10 Feb 2021 |
| Released by<br>Patty Olejniczak<br><br>Quality Use only | Signature<br> | Date<br>10 FEB 2021 |

## Revision Record

| Issue | Details of Change | Written By    | Date        |
|-------|-------------------|---------------|-------------|
| 1     | Initial Release   | David Spencer | 08 Feb 2021 |

## A) INTRODUCTION

Bribery is a criminal offence. The Company prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the Company.

## B) POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Company in order to gain commercial, contractual or regulatory advantage for the Company, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

## C) SUSPICION

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

## D) REPORTING

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to a Director. You may be asked to give a written account of events.

Staff are reminded of the Company's Whistleblowing Policy which is available in this Employee Handbook.

## E) GIFTS AND HOSPITALITY

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

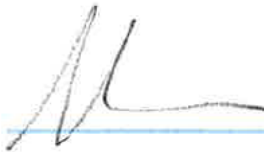
No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from a Director.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from a Director.

**F) RECORD KEEPING**

A record will be made by a Director of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and the Company reserves the right to amend this policy without prior notice.



Nick Wain  
Accountable Manager /  
Technical Service Director



Paymen Sabeti  
Operations Director



Mahnoush Sabeti-Wain  
Business Service Director

## Appendix A - Training Competence Checklist

| Training Competence Checklist   |                          |                    |
|---|--------------------------|--------------------|
| Enter Tasks Associated with this Document   | Tick                     |                    |
| I have read and understood this Policy  | <input type="checkbox"/> |                    |
|   |                          |                    |
|   |                          |                    |
| <p style="text-align: center;">Once the trainee is satisfied that they have received sufficient training and can work in accordance with this document, the trainee shall complete the checklist, enter their name, signature and date and pass onto their relevant Manager for approval.</p> <p>Note: If you are a manager signing as a trainee the relevant document owner will be responsible for the approval. If you are the manager and the document owner, strike through the approval box and sign the trainee box only.</p> <p style="text-align: center;"><i>The responsible manager or nominated deputy is to update the training matrix and relevant employee to save this completed checklist in their personal training folder.</i></p> |                          |                    |
| Name (Trainee)  | Signed:                  | Date (DD MMM YYYY) |
|   |                          |                    |
| Name (Manager)  | Signed:                  | Date (DD MMM YYYY) |
|   |                          |                    |