

Anti-Bribery and Corruption Policy for Capital Window Tinting

Last Updated: 29/09/2024

Introduction: Capital Window Tinting is committed to conducting business with integrity and in compliance with all applicable laws and regulations. We have zero tolerance for bribery and corruption and are dedicated to ensuring that all employees and business partners act in accordance with this policy.

Policy Statement: We believe honest and fair business practices are critical to maintaining our reputation and success. This policy outlines our commitment to preventing bribery and corruption in any form in our operations.

Scope: This policy applies to all employees, contractors, consultants, and any third parties acting on behalf of Capital Window Tinting.

1. Prohibited Conduct:

- **Bribery:** Offering, giving, receiving, or soliciting anything of value to influence the actions of an official or business decision.
- **Facilitation Payments:** Small payments made to expedite routine administrative processes are prohibited unless specifically allowed by local law and approved by appropriate management.
- **Gifts and Hospitality:** Employees must not accept gifts or hospitality that could be perceived as an attempt to influence business decisions.

2. Employee Responsibilities: Employees must:

- Understand and comply with this policy at all times.
- Report any suspected instances of bribery or corruption.
- Seek guidance from management if uncertain about any action or situation related to this policy.

3. Due Diligence: We will conduct appropriate due diligence on all potential business partners and suppliers to assess their anti-bribery policies and practices.

4. Transparency and Record-Keeping: All financial records must be kept accurately and transparently, reflecting the true nature of all transactions.

5. Training and Communication: Capital Window Tinting will provide training to employees to ensure they understand our anti-bribery stance and are able to recognize and address potential issues.

6. Monitoring and Review: This policy is subject to regular review to ensure its effectiveness and compliance with anti-bribery laws.

Reporting Concerns: Employees and partners are encouraged to report any concerns or suspicions they may have regarding potential bribery or corruption. Reports can be made confidentially to [designated email/contact info].

Consequences of Non-Compliance: Violations of this policy may result in disciplinary action, including termination of employment or contract, and potential legal action.

Contact: For further information or clarification regarding this policy, please contact us.