



ANTI BRIBERY AND CORRUPTION POLICY

It is our policy to carry out business fairly, honestly and openly both at home and abroad. As such we have a zero tolerance approach towards bribery in any part of our operation. Bribery is defined as a promise offer or gift (financial or otherwise) to bring about the improper performance of a function or activity. Examples of this would be offering a potential client a gift such as a weekend away on the condition they do business with us, or a client offering you a gift on the basis you will reduce the price of our service to them. To meet this commitment the Company has the following systems in place to counter bribery:

- Periodical risk assessments will be documented to assess the levels of risk the Company is exposed to in its business, particularly its sales and business development, operations.
- A clear entertainment and expenses policy that sets out that only reasonable hospitality, entertaining and gift giving expenses will be accommodated by the Company and should not induce either party to contract.
- All new employees will receive, as part of their induction, training on preventing, detecting and reporting bribery.
- A whistleblowing policy is in place, which can be found at the end of the handbook. If you are concerned that bribery has occurred, may occur or is likely to occur we would encourage you to report your concerns.

If you suspect or if you are asked to accept or offer a bribe you must report this immediately to a Director. The Company values a proactive anti-bribery stance by any employee.

As we take our obligations to prevent bribery being committed very seriously, any breach of our anti-bribery policy or procedures will be considered to be gross misconduct and may result in your dismissal. Where you have been involved in or suspected of involvement in bribery that is not connected with this Company, this may still affect your suitability for on-going employment with us.

Signature: 

Name: Mr James Lloyd

Position: Managing Director

Date:.....23.01.2021.....

Review Date:.....23.01.2022....