

ANTI-BRIBERY POLICY

This policy document applies to your employment at Abfad Limited.

For any policy to be effective it must be applied throughout the Organisation, this policy therefore applies to all staff regardless of position or seniority.

1. Policy Statement

1.1 This Organisation is committed to complying with the Bribery Act 2010 and all legislation that adds to or supersedes the Act. The Bribery Act 2010 came into force on 1 July 2011 and creates a framework of five criminal offences:

- Giving, promising, and offering of a bribe
- Agreeing to receive or accept a bribe
- Bribing a foreign official
- Failure of commercial organisations to prevent bribery
- A senior officer of a commercial organisation consenting to or conniving in an act of bribery

Abfad Limited will conduct business in an honest and ethical manner. Abfad Limited takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all its business dealings and relationships, wherever it operates, and implementing and enforcing effective systems to counter bribery.

Abfad Limited will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which it conducts business, including, in the UK, the Bribery Act 2010, which applies to conduct both in the UK and abroad.

1.2 Abafad Limited will provide practical advice and training to both new employees and existing employees operating in new territories to make them aware of the risks of bribery. Any breach of the policy is likely to constitute a serious disciplinary, contractual and criminal matter for the individual concerned. This could constitute gross misconduct for which an offending employee may be dismissed without notice. It may also cause serious damage to the reputation and standing of the company.

1.3 Where appropriate the Organisation will carry out risk assessments when entering into either a new geographical territory or new product market.

1.4 Furthermore the Organisation will undertake due diligence when entering into business with new third parties or engaging third parties to act upon behalf of the Organisation.

1.5 The Organisation will continually monitor its policies and practices to ensure that the Act is complied with. Every executive, manager and employee has a responsibility to follow and implement this policy.

2. Bribing a Person

Under the Act it is an offence to directly or indirectly offer, promise or give a financial advantage to another. Where the intention is to induce another person to perform a relevant function or activity improperly or reward such action, or where the acceptance of the bribe itself constitutes improper performance of a relevant function or activity.

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3. Accepting a Bribe

It is an offence where a recipient or potential recipient of a bribe requests, agrees to receive or accepts a financial or other advantage with the intention that a relevant function will be performed improperly by them. Or that by agreeing to the above a relevant function is itself performed improperly. Or improper performance is rewarded. Or is improperly performed in anticipation of a bribe. It is irrelevant if the improper performance is carried out by the actual recipient of the bribe or another person.

4. Bribing a Foreign Public Official

If working overseas it is an offence to offer, promise or give a financial or other advantage to a foreign public official, with the intention of influencing the official in the performance of their official duties. The person offering the bribe must also have the intention to obtain or retain business or obtain an advantage.

5. Failure to Prevent Bribery

The Organisation will be liable under the Act if a person associated with it bribes another party with the intention of obtaining or retaining business or gaining an advantage.

6. Gifts and Hospitality

This policy does not prohibit normal and appropriate gifts and hospitality (given and received) to or from Third Parties unless otherwise specifically stated. However, any gift or hospitality must not be made with the intention of improperly influencing a Third Party or Worker to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;

- must comply with local law in all relevant countries;
- must be given in the name of the organisation, not in an individual's name;
- must not include cash or a cash equivalent;
- must be appropriate in the circumstances;
- must be of an appropriate type and value and given at an appropriate time taking into account the reason for the gift; and
- must be given openly, not secretly.

Abfad Limited appreciates that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable both in the UK and any other relevant country. The intention behind the gift should always be considered. It is not acceptable for an employee (or someone on their behalf) to:

Give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that they or Abfad Limited will improperly be given a business advantage, or as a reward for a business advantage already improperly given;

Give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to facilitate or expedite a routine procedure;

Accept payment from a Third Party where it is known or suspected that it is offered or given with the expectation that the Third Party will improperly obtain a business advantage;

Accept a gift or hospitality from a Third Party where it is known or suspected that it is offered or provided with an expectation that a business advantage will be improperly provided by Abfad Limited in return;

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Threaten or retaliate against another member of staff who has refused to commit a bribery offence or who has raised concerns under this policy; or
Engage in any activity that might lead to a breach of this policy.

Abfad Limited only makes charitable donations and provides sponsorship that are legal and ethical under local laws and practices and which are in accordance with Abfad Limited internal policies and procedures.

7. Reporting

Abfad Limited maintains appropriate financial records and has appropriate internal controls in place which evidence the business reason for gifts, hospitality and payments made and received.

8. Duty to Act

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for Abfad Limited or under our control. All employees are required to avoid any activity that might lead to, or suggest, a breach of this policy.

Employees are required to notify Abfad Limited as soon as possible if it is believed or suspected that a conflict with this policy has occurred, or may occur in the future, or if they are offered a bribe, are asked to make one, suspect that this may happen in the future, or believe that they are a victim of another form of unlawful activity.

Any concerns relating to a breach of the Policy should be reported to the Finance Director or Managing Director.

8. Senior Management and Organisation Liability

If an individual is found guilty of a **bribery** offence, tried as a summary offence, he or she may be imprisoned for up to 12 months and fined up to £5,000. Someone found guilty **on** indictment, however, faces up to 10 years' imprisonment and an unlimited fine.

Note: An indictment is a criminal accusation that a person has committed a crime.

9. Clear Communication

This policy will be communicated to staff via the Employee Handbook, during induction, and at staff meetings.

10. Date of Implementation 29th of June 2020.



C.S. Haritou CMIOSH
Managing Director
ABFAD Limited

