

Anti-Bribery Policy

Reference: ABMS DOC 5.2

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The Board of Directors and Top Management of Organisation Name, located at Organisation Address, which

"operates in sector z/is in the business of y"

are committed to the establishment, implementation, maintenance and continual improvement of Organisation Name's anti-bribery management system ("ABMS").

Organisation Name are committed to high standards of ethical behaviour and requires all Directors, Top Management, employees, business associates and other stakeholders, with whom they conduct business with, to comply with this policy without exception.

All Employees/Staff, including Board of Directors and Top Management, have been trained in relation to this policy.

Organisation Name will not take part in bribery, corruption or any other illegal act will lead to dismissal or termination of the business relationship.

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Organisation Name will not accept business where corrupt practices are involved and will not continue with those particular customer or other stakeholder relationships if any instances arise.

Where legal and other commercial relationships may be different in certain countries to those expected by this policy, the Chief Executive Officer (CEO) will decide on the due diligence arrangements that would need to take place before any business relationship was entered into. However, without exception, Organisation Name does not engage in the offering or accepting of bribes or other inducements. Organisation Name will not knowingly take part in any transaction where corrupt practices form any part of the arrangement.

Where agents or other parties represent Organisation Name they will be required, as

part of their contractual obligations, to agree to follow this policy. All their remuneration and expenses must lawful, reasonable, justified and supported by documentary evidence.

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Top Management are committed to, and support, the implementation of the ABMS in line with this policy and established objectives in order to adequately mitigate Organisation Name bribery risk.

Top Management / Anti-Bribery Compliance Function are responsible for answering any questions and clarifying any bribery issues to Employees/Staff. Top Management / Anti-Bribery Compliance Function champion the resolution of any issues arising from these conversations/communications.

This policy will be communicated internally and externally, ensuring that customers, business associates, stakeholders and Employees/Staff are made aware of Organisation Name commitment to anti-bribery. Organisation Name will (at least) add this policy to Organisation Name website:

"Website URL"

Document owner and approval

The Anti-Bribery Compliance Function is the owner of this document and is responsible for keeping it up to date.

The current version of this document is available to

"Specify which members of staff this document is intended for"

and is published

"Describe the location(s) - electronic and physical - where this document is available"

Its approval status can be viewed in the [Master List of Document Approval](#).