

Anti-corruption and bribery policy

About this policy

- 1.1 At byrne·dean we are committed to conducting all our business in an honest and ethical manner, acting professionally, fairly and with integrity in all our business dealings and relationships.
- 1.2 We will not tolerate any form of bribery or corruption and as such any employee who is found to have breached this policy will be subject to disciplinary action, which could result in dismissal for gross misconduct. Any person who is not an employee as referred to in 2.1 below and who is found to have breached this policy may have their contract terminated with immediate effect.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. It will be reviewed regularly.

Who must comply with this policy?

- 2.1 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, associates, agency workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, and business partners.

What is bribery?

- 3.1 Bribe means a financial or other inducement or reward for action which is illegal, unethical, a breach of trust or improper in any way. Bribes can take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or any other advantage or benefit.
- 3.2 Bribery includes offering, promising, giving, accepting or seeking a bribe.
- 3.3 All forms of bribery are strictly prohibited. If you are unsure about whether a particular act constitutes bribery, raise it with the Chief Executive or any director.
- 3.4 Specifically, you must not:
 - give or offer any payment, gift, hospitality or other benefit in the expectation that a business advantage will be received in return, or to reward any business received;
 - accept any offer from a third party that you know or suspect is made with the expectation that we will provide an advantage, business or otherwise for them or anyone else;
 - make any aware of work or other opportunity contingent on any payment, gift, hospitality or other benefit; and
 - give or offer any payment (sometimes called a facilitation payment) to a government official in any country to facilitate or speed up a routine or necessary procedure;
- 3.5 You must not threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

Gifts and hospitality

- 4.1 This policy does not prohibit the giving or accepting of reasonable and appropriate gifts or hospitality for legitimate purposes such as building relationships, maintaining our brand, image or reputation, or marketing of our services, programmes or products.
- 4.2 A gift or hospitality will not be appropriate if it is unduly lavish or extravagant, or could be seen as an inducement or reward for any preferential treatment (for example, during contractual negotiations or a tender process).
- 4.3 Gifts must be of an appropriate type and value depending on the circumstances and taking account of the reason for the gift, for example wine, chocolates or hampers for the team at Christmas. Gifts must not include cash or cash equivalent (such as vouchers) or be given in secret. Gifts must be given in byrne-dean's name, not your name.
- 4.4 Promotional gifts of low value such as branded stationery may be given to or accepted from existing clients, suppliers and business partners.

Record-keeping

- 5.1 You must submit all expenses claims relating to hospitality, gifts or payments to third parties in accordance with our expenses policy and record the reason for expenditure.
- 5.2 All accounts, invoices, and other records relating to dealings with third parties including suppliers and clients should be prepared with strict accuracy and completeness. Accounts must not be kept "off-book" to facilitate or conceal improper payments.

How to raise a concern

- 6.1 If you are offered a bribe, or are asked to make one, or if you suspect that any bribery, corruption or other breach of this policy has occurred or may occur, you must contact the Chief Executive as soon as possible, or in her absence another director.