

## **Anti-Bribery and Corruption Policy**

### **Purpose**

The purpose of this policy is to set out the responsibilities of H & V Building Services Limited in observing and upholding our position on bribery and corruption.

All Company personnel are expected to conduct company business in a legal and ethical manner. H & V Building Services Limited should not use illegal payments, bribes, kickbacks or other questionable inducements to influence government policy or any business transaction. The use of Company funds or assets for any unlawful, improper or unethical purpose is prohibited. In the conduct of business, all employees must avoid making payments that may be or may be perceived to be improper. Specifically, H & V Building Services Limited prohibits bribery by any of its employees or agents.

### **Scope**

This policy applies to H & V Building Services Limited employees (staff, contract and temporary). Where we have a minority interest we will encourage the application of this policy amongst our business partners including contractors, suppliers and joint venture partners.

### **Responsibilities**

The Managing Director is the main board director with primary responsibility for implementing this policy.

### **Introduction**

The Company values its reputation for ethical behaviour and for financial integrity and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. Its aim therefore is to limit its exposure to bribery by:

- Setting out a clear anti-bribery policy;
- Encouraging its employees to be vigilant and to report any suspicion of bribery, providing them with
- suitable channels of communication and ensuring sensitive information is treated appropriately;
- Requiring all employees to act honestly and with integrity at all times and to safeguard the Company
- resources for which they are responsible;
- Ensuring transactions are properly and accurately recorded;
- Rigorously investigating instances of alleged bribery and assisting the police and other appropriate
- authorities in any resultant prosecution;
- Taking firm and vigorous action against any individual(s) involved in bribery.

### **The Policy**

H & V Building Services Limited prohibits:

the offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement  
*to or from*

any person or company, wherever they are situated and whether they are a public official or body or private person or company

*by*

any individual employee, agent or other person or body acting on the Company's behalf

*in order to*

gain any commercial, contractual or regulatory advantage for H & V Building Services Limited a way which is unethical

*or in order to*

gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual

### **Further Clarification**

H & V Building Services Limited recognises that market practice varies across the territories in which it does business and what is normal and acceptable in one place may not be in another. This policy prohibits any inducement which results in a personal gain or advantage to the recipient or any person or body associated with them, and which is intended to influence them to take action which may not be solely in the interests of H & V Building Services Limited or of the person or body employing them or whom they represent.

This policy is not meant to prohibit the following practices providing they are customary in a particular market, are proportionate and are properly recorded:

- normal and appropriate hospitality
- the giving of a ceremonial gift on a festival or at another special time

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to the Directors before proceeding.

### **Employee Responsibility**

The prevention, detection and reporting of bribery is the responsibility of all employees within the Company. Suitable channels of communication by which employees or others can report in confidence any suspicion of bribery will be maintained.

### **Training and communications**

We will communicate this policy and relevant guidance to employees within the Company through our established internal communication channels. We will also communicate this policy to our suppliers, contractors and business partners and wider stakeholders.

### **Raising concerns and seeking guidance**

Employees are encouraged to raise concerns about any instance of malpractice at the earliest possible stage through either their Line Manager.

### **Monitoring and review**

The Directors will review the implementation of this policy in respect of its suitability, adequacy and effectiveness and make improvements as appropriate.

## Key Legislation

The key legislation and/or sources of Global best practice that input into this policy are:

- Bribery Act 2010
- UK Fraud Act 2006
- UK Anti-Terrorism, Crime & Security Act 2001
- UK Corporate Governance Code (2010)
- UK Money Laundering Regulations 2007
- UN Convention Against Corruption (2003)
- Convention on Combating Bribery of Foreign Public Officials in International Business Transactions (OECD)
- Council of Europe Criminal Law Convention on Corruption (1998) and additional Protocol (2005)

## Definitions

**Fraud:** Intentional misrepresentation or concealment of the truth in order to secure something of value from another. The Fraud Act 2006 includes fraud by false representation, by failing to disclose information and by abuse of position.

**Corruption:** Illegal, immoral or dishonest behaviour.

**Bribe:** to ask or make someone do something for you, in return for payment (for example, but not limited to) payment, gifts, money or favours.

Signed:

A handwritten signature in black ink, appearing to read 'William Lee', written over a large, loopy scribble.

Date:

3rd March 2017