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## 1. POLICY STATEMENT

1.1 It is the policy of Equate Design Ltd to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

1.2 We will uphold all laws relevant to countering bribery and corruption. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct.

1.3 Bribery and corruption are punishable for individuals by imprisonment and if we are found to have taken part in corruption we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

## 2. DEFINITIONS

2.1 In this policy, third party means any individual or organisation you come into contact with during the course of your work for us and includes (not limited to) actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

2.2 In this policy, workers means individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, agents, sponsors, or any other person associated with us, wherever located.

## 3. SCOPE

3.1 The purpose of this policy is to:

- a. set out our responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption; and
- b. provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

3.2 This policy applies to all workers as defined in paragraph 2.2.

3.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.


## 4. RESPONSIBILITIES

4.1 The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

4.2 HR has primary responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it

4.3 Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

4.4 The HR advisor is responsible for ensuring all employees are aware of this policy and fully understand the rules in relation to the acceptance of gifts and hospitality

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4.5 Managers are responsible for monitoring compliance with this policy. This includes keeping a record of all gifts and hospitality that are offered and/or received by employees in their area of responsibility.

## 5. YOUR RESPONSIBILITIES

5.1 All workers are responsible for reading, understanding and complying with this policy.

5.2 All workers are responsible for the success of this policy and should ensure they use it to disclose and suspected danger or wrongdoing.

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

5.4 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve the right to terminate our contractual relationship with other workers if they breach this policy.

## 6. ASSOCIATED DOCUMENTS

The following documents are relevant to this policy:

- ES021 Whistleblowing Policy
- ES013 Equality and Diversity Policy
- ES022 Business Expenses and Travel Policy

## 7. WHAT IS A BRIBE?

7.1 A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

### Examples:

#### Offering a bribe

You offer a potential client tickets to a major sporting event, but only if they agree to do business with us. This would be an offence as you are making the offer to gain a commercial and contractual advantage. We may also be found to have committed an offence because the offer has been made to obtain business for us. It may also be an offence for the potential client to accept your offer.

#### Receiving a bribe

A supplier gives your nephew a job but makes it clear that in return they expect you to use your influence in our Company to ensure we continue to do business with them.

It is an offence for a supplier to make such an offer. It would be an offence for you to accept the offer as you would be doing so to gain a personal advantage.

#### Bribing a foreign official


You arrange for the business to pay an additional payment to a foreign official to speed up an administrative process, (such as clearing our goods through customs).

The offence of bribing a foreign public official has been committed as soon as the offer is made. This is because it is made to gain a business advantage for us. We may also be found to have committed an offence.

## 8. GIFTS AND HOSPITALITY

8.1 This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

8.2 It is the Company's customer to offer small gifts, e.g. pens, diaries etc. to customers, suppliers and other persons. If the gift is authorised by your line manager, it may be given to the appropriate individual.

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8.3 The Company occasionally run hospitality events, primarily aimed at thanking customers and suppliers for their custom and loyalty. An employee must not organise any additional hospitality event without seeking authority from his or her line manager.

8.4 No gift with a value of more than £15 may be accepted. If a gift is offered and then refused because of its value, this must be reported to your line manager.

8.5 The giving or receipt of gifts or hospitality is not prohibited, if the following requirements are met:

- a. it is not made with the intention of influencing a third party 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;
- b. it complies with local law
- c. it is given in our name, not in your name;
- d. it does not include cash or a cash equivalent (such as gift certificates or vouchers)
- e. it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
- f. taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- g. it is given openly, not secretly; and
- h. gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of your manager.
- i. the gift however small is reported to your line manager to be recorded.
- j. invitations to hospitality events from customers, suppliers or other relevant persons must be reported to your Line Manager before responding to the invitation.

8.6 We appreciate 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. The intention behind the gift should always be considered.

## 9. WHAT IS NOT ACCEPTABLE


9.1 It is not acceptable for you (or someone on your behalf) to:

- a. give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- b. 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;
- c. accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- d. accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
- e. threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- f. engage in any activity that might lead to a breach of this policy.

## 10. FACILITATION PAYMENTS AND KICKBACKS

10.1 We do not make, and will not accept, facilitation payments or "kickbacks" of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official. They are not commonly paid in the UK, but are common in some other jurisdictions [in which we operate].

10.2 If you are asked to make a payment on our behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should

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always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the finance director.

10.3 Kickbacks are typically payments made in return for a business favour or advantage. All workers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by us.

## **11. EXPENSES**

11.1 Finance Director must authorise all expense claims from their employees.

11.2 Expense claims will be checked against receipts.

11.3 Any items of expenditure that give rise to concern will be fully investigated.

## **12. DONATIONS**

12.1 The Company make charitable donations that are legal and ethical under local laws and practices.

12.2 The Company make regular donations to charity. These are managed by The Finance Director.

12.3 No donation should be made to charities, political parties, or other organisations with the intention of gaining a business advantage.

## **13. HOW TO RAISE A CONCERN**

13.1 The Company make charitable donations that are legal and ethical under local laws and practices.

13.2 The Company make regular donations to charity. These are managed by The Finance Director.

13.3 No donation should be made to charities, political parties, or other organisations with the intention of gaining a business advantage.

13.4 Donations on behalf of the Company must not be offered or made without approval from your line manager.


## **14. RECORD KEEPING**

14.1 We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

14.2 You must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review.

14.3 You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

14.4 All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

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## 15. HOW TO RAISE A CONCERN

15.1 You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage.

15.2 If you are offered a bribe by a third party, are asked to make one, or if you believe or suspect that any bribery, corruption or other breach of this policy has occurred or may occur, or believe that you are a victim of another form of unlawful activity you must speak to your line manager. (See our Whistleblowing Policy.)

15.3 If you are unsure whether a particular act constitutes bribery or corruption, you should speak to your line manager or HR.

15.4 If you have any other queries these should also be raised with your line manager.

15.5 Concerns should be reported by following the procedure set out in our Whistleblowing Policy. A copy of our Whistleblowing Policy can be found on Sharepoint.

## 16. WHAT TO DO IF YOU ARE A VICTIM OF BRIBERY OR CORRUPTION?

16.1 Please refer to the Company's Whistleblowing Policy

## 17. PROTECTION

17.1 Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

17.2 We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform your line manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure, which can be found on Sharepoint.

## 18. TRAINING AND COMMUNICATION

18.1 Training on this policy forms part of the induction process for all new workers. All existing workers will receive regular, relevant training on how to implement and adhere to this policy.


18.2 Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

## 19. MONITORING AND REVIEW

19.1 Workers are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Compliance Manager.

19.2 Any recommendations for improvements identified will be made to the board as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

**Schedule Potential risk scenarios: "red flags"**

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The following is a list of possible red flags that may arise during the course of you working for us and which may raise concerns under various anti-bribery and anti-corruption laws. The list is not intended to be exhaustive and is for illustrative purposes only.

If you encounter any of these red flags while working for us, you must report them promptly to your manager to the finance director using the procedure set out in the Whistleblowing policy:

- a. you become aware that a third party engages in, or has been accused of engaging in, improper business practices;
- b. you learn that a third party has a reputation for paying bribes, or requiring that bribes are paid to them, or has a reputation for having a "special relationship" with foreign government officials;
- c. a third party insists on receiving a commission or fee payment before committing to sign up to a contract with us, or carrying out a government function or process for us;
- d. a third party requests payment in cash and/or refuses to sign a formal commission or fee agreement, or to provide an invoice or receipt for a payment made;
- e. a third party requests that payment is made to a country or geographic location different from where the third party resides or conducts business;
- f. a third party requests an unexpected additional fee or commission to "facilitate" a service;
- g. a third party demands lavish entertainment or gifts before commencing or continuing contractual negotiations or provision of services;
- h. a third party requests that a payment is made to "overlook" potential legal violations;
- i. a third party requests that you provide employment or some other advantage to a friend or relative;
- j. you receive an invoice from a third party that appears to be non-standard or customised;
- k. a third party insists on the use of side letters or refuses to put terms agreed in writing;
- l. you notice that we have been invoiced for a commission or fee payment that appears large given the service stated to have been provided;
- m. a third party requests or requires the use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or known to us;
- n. you are offered an unusually generous gift or offered lavish hospitality by a third party;

**Dan Wiscombe**  
**Managing Director**

**05/02/21**