

# Anti-Bribery and Corruption Policy



Date of Quality Policy: 02<sup>nd</sup> January 2020  
Carried out by: Paul Mitchell  
Staff Notified: 02<sup>nd</sup> January 2020  
Viewing Area: Office and Warehouse

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery regulations, and to ensure our business is conducted in a socially responsible manner.

## Policy Statement

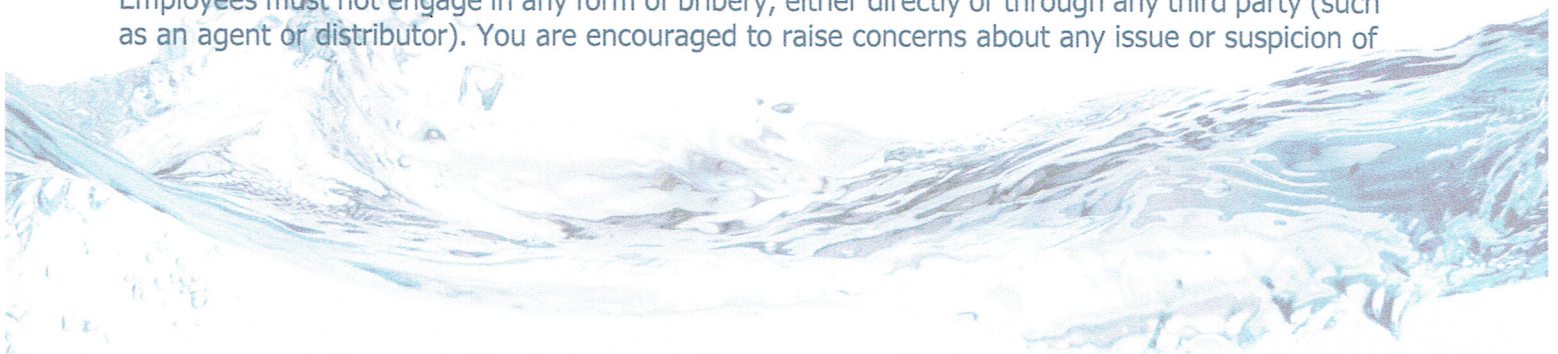
Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, implementing, and enforcing effective systems to counter bribery.

In this policy, third party means any individual or organisation you meet during the course of your work for Office Water Supplies, and includes 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. This policy applies to all employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, home workers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees.

This policy covers the passing between two parties off:

- Bribes
- Gifts and hospitality
- Facilitation payments
- Political contributions
- Charitable contributions

Employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). You are encouraged to raise concerns about any issue or suspicion of



## Office Water Supplies

Unit 6A, Snetterton Business Park, Harling Road, Snetterton, NR16 2JU

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malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with one of the business partners.

Signed:

Mr. Paul Mitchell

Director with Responsibility for Health and Safety: January 2020



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