

HOCKLEY BUILDING SERVICES LTD

ANTI-CORRUPTION & BRIBERY POLICY STATEMENT

Hockley Building Services Ltd values its longstanding reputation for ethical behaviour and integrity, and are committed to maintaining these high standards in all of its business operations.

The policy below sets out the standards expected of all employees in relation to anti-bribery and corruption. In particular, all employees must adhere strictly to relevant laws in this area, including The Bribery Act 2010.

The Policy is also relevant for non-employees (such as Sub-Contractors) who undertake any works for the company. The company expects those persons to adhere to the Policy or have in place equivalent policies and procedures to combat bribery and corruption.

Hockley Building Services Ltd has a zero-tolerance policy towards corruption of all kinds. Employees should note that it is a criminal offence to offer, promise, pay, request or accept a bribe. A bribe does not need to be a monetary sum. It can be any form of advantage, offered or received. A contract does not need to have been won for a corruption offence to have been committed. Similarly, a recipient does not need to benefit personally from a bribe. Bribery can occur in the private and public sector.

Hockley Building Services Ltd policy consists of two fundamental rules that all employees must strictly adhere to:

1. Do not offer, promise or pay bribes.
2. Do not request, agree to or accept bribes.

The risks of corruption are not always obvious. Accordingly, employees should follow these principles:

1. Do not make payments to someone (or favour them in any other way) if you know that this will involve someone in misuse of their position (or them performing their functions improperly).
2. Do not misuse your position (or perform your functions improperly) in connection with payments (or other favours) for yourself or others.
3. If any employee is in doubt as to whether a potential act could give rise to corruption concerns, the matter should be referred immediately to a Hockley Building Services Ltd Director.

Signed:..........

Dated:.....9-12-2021.....

