

# Quality & Environmental Management System

<b>Quality &amp; Environmental Manual:</b>		<i>This document applies to...</i> <b>UK and USA (Both)</b>		CQM-29 - Anti-Bribery & Anti-Corruption Policy
<b>Issue:</b> 1.1	<b>Date:</b> 08/04/2019	<b>Maintained by:</b> Paul Norbury	<b>Authorised by:</b> Paul Norbury	<b>Checked &amp; Issued By:</b> Lewis Williams

## Cardwave Anti-Bribery & Anti-Corruption Policy

### 1. Policy statement

- 1.1 Cardwave is committed to conducting business in an ethical and honest manner and is committed to implementing and enforcing systems that ensure bribery is prevented.
- 1.2 Cardwave has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country we operate.
- 1.3 Cardwave will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of the UK, including the Bribery Act 2010, in regards to our conduct both at home and abroad.
- 1.4 Cardwave takes our legal responsibilities seriously and recognises that bribery and corruption are punishable by up to ten years of imprisonment and an unlimited fine..

### 2. Who is covered by the policy?

- 2.1 This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, volunteers, or any other person or persons associated with us (including third parties), or our subsidiary or their employees, no matter where they are located (within or outside of the UK).
- 2.2 Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

### 3. Definition of bribery

- 3.1 Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.
- 3.2 A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.
- 3.3 Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.
- 3.4 Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's Company Secretary.

### 4. What is and what is NOT acceptable

- 4.1 This section of the policy refers to 4 areas:
- Gifts and hospitality.
  - Facilitation payments.
  - Political contributions.
  - Charitable contributions.

## 4.2 Gifts and hospitality

Cardwave accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- b. It is not made with the suggestion that a return favour is expected.
- c. It is in compliance with local law.
- d. It is given in the name of the company, not in an individual's name.
- e. It does not include cash or a cash equivalent (*e.g.* a voucher or gift certificate).
- f. It is appropriate for the circumstances (*e.g.* giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j. It is not above a certain excessive value, as pre-determined by the company's CEO (usually in excess of £50).
- k. It is not offer to, or accepted from, a government official or representative or politician or political party, without the prior approval of the company's CEO.

4.3 Where it is inappropriate to decline the offer of a gift (*i.e.* when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to the CEO, who will assess the circumstances.

4.4 Cardwave recognises that the practice of giving and receiving business gifts varies between countries, regions, cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

4.5 As good practice, gifts given and received should always be disclosed to the CEO. Gifts from suppliers should always be disclosed.

4.6 The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the CEO should be sought.

4.7 Cardwave does not accept and will not make any form of facilitation payments of any nature. We recognise that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

4.8 Cardwave does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a business favour or advantage.

4.9 Cardwave recognises that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken:

- a. Keep any amount to the minimum.
- b. Ask for a receipt, detailing the amount and reason for the payment.
- c. Create a record concerning the payment.
- d. Report this incident to your line manager.

4.10 Cardwave will not make political donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognise this may be perceived as an attempt to gain an improper business advantage.

## **5. Employee Responsibilities**

5.1 As an employee of Cardwave, you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.

5.2 All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

5.3 If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the CEO.

5.4 If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. Cardwave has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.

5.5 If you suspect that there is an instance of bribery or corrupt activities occurring in relation to Cardwave, you are encouraged to raise your concerns at as early a stage as possible. If you're uncertain about whether a certain action or behaviour can be considered bribery or corruption, you should speak to your line manager or the CEO.

5.6 You must tell the CEO or a Company Director as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

5.7 Cardwave will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

5.8 Cardwave will provide relevant anti-bribery and corruption training to employees etc. where we feel their knowledge of how to comply with the Bribery Act needs to be enhanced. As good practice, all businesses should provide their employees with anti-bribery training where there is a potential risk of facing bribery or corruption during work activities.

## **6. Record keeping**

6.1 Cardwave will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to managerial review.