



**Excerpt from Employee Handbook (Revised October 2019)*

ANTI BRIBERY AND CORRUPTION

You agree that you will not offer, promise, give, request, agree to receive or accept any bribes:

- in the course of your employment;
- when conducting company business; or
- when representing the organisation in any capacity.

A bribe means a financial payment or other form of reward or advantage, whether direct or indirect, that is intended to persuade or influence, or has the effect of persuading or influencing, an individual, company or public body to perform their functions, including business and public duties, improperly. For the avoidance of doubt, improper performance includes:

- not acting in good faith;
- not acting impartially; and
- not acting in accordance with a position of trust.

You agree to comply with the company's anti-bribery policy and procedures and agree to comply with all applicable bribery and corruption laws.

You agree to report any suspicious conduct that may amount to a bribe being offered, promised, given, requested or accepted (either involving you or another employee or person acting for, or on behalf of, the organisation) immediately to the relevant individuals within the organisation in accordance with the anti-bribery policy and guidelines.

If the company suspects you of bribery, it is entitled to invoke its disciplinary procedures and suspend your employment while carrying out its investigations.

The company is entitled to terminate your employment in writing without notice or pay in lieu of notice, without prejudice to any rights or claims it may have against you, if it is found by the company, or any other relevant public or legal authority, that you are guilty of bribery.