

# anti bribery policy

The Bribery Act 2010 came into force on 1st July, 2011. For the first time, a company is liable for any failures to prevent bribery which has been carried out on its behalf. This liability extends to any illegal acts by company employees and also to contractors, suppliers and agents acting on behalf of the company, in the UK or internationally.

In contrast with US foreign bribery law, the UK definition of bribery includes small bribes paid to facilitate routine government action – often called “facilitation payments”. Reasonable hospitality is not prohibited by the Act, but as noted below, this must be properly approved and recorded. It is a full defence for an organisation to prove that despite a particular case of bribery, it nevertheless had adequate procedures in place to prevent persons associated with it from bribing.

## Procedures in place to prevent bribery

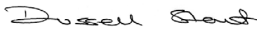
The Directors have an absolute commitment to the prevention of bribery. Any involvement in bribery is a serious disciplinary offence and will be reported to the police.

To minimise the risk of bribery being carried out unintentionally or by agents or other intermediaries purporting to act on the Company's behalf, we have identified the most common “risk situations”. All employees are expected to be particularly vigilant in the following circumstances:

- > When offering gifts or hospitality, or making charitable donations: these need the approval of senior management and clear disclosure in our accounting records;
- > When receiving demands for facilitation payments, which may take the form of “inspection fees” (e.g. to facilitate the clearance of goods by import inspectors): be suspicious about requests for such fees and consult with your manager;
- > When appointing a new agent or intermediary to act on behalf of the Company, particularly in locations where corruption levels are perceived to be high: all agents must be briefed on our bribery policies prior to undertaking any work on the company's behalf;
- > When involved in the pursuit or implementation of a new contract, again particularly in locations where corruption levels are high: discuss with your manager the legitimacy of any payment requests received from a local agent or prospective new customer.

If you are suspicious that bribery, in any form, may have taken place within the company or on our behalf, please report your suspicions to senior management. Any such report will be treated in absolute confidence. All managers are responsible for ensuring that induction procedures for new employees include reference to these policies on bribery, particularly where the employee will be working in areas such as sales, contracts and supplier relationships.

These guidelines will be reviewed not less than annually by the Board and updated as required.

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

Date: .....1<sup>st</sup> November 2015.....

**Russell Start**

Managing Director, Pickfords Move Management Ltd