

Class One Driving

Anti-Bribery and Anti-Corruption Policy



Introduction

Bribery is defined as giving or taking a reward in return for acting dishonestly and/or in breach of the law. Corruption means illegal, immoral or dishonest behaviour.

Under the Bribery Act 2010, it is an offence to:

- bribe another person directly or through a third party including offering or promising financial or another advantage with the intention of getting a reward in return of such activity.
- request, accept or receive a bribe
- bribe a foreign public official
- not prevent bribery by a commercial organization (by its employees or other individuals associated with it)

Individuals associated with the company include agents and intermediaries, subsidiaries (including those overseas), joint venture and consortium partners, contractors, and other third party service providers.

Under section 7 of The Bribery Act 2010, a commercial organization would commit an offence by failing to prevent employees or other individuals associated with them from committing bribery on the organization's behalf. The Act covers all companies incorporated or formed in the UK or those that carry out business in the UK.

Purpose and Scope

The purpose of the policy is to provide clear guidelines to all employees and individuals associated with the company. The company is committed to be fair and honest in its dealings with clients, customers and suppliers and adopts a zero tolerance approach towards bribery.

The policy covers all personnel including permanent, temporary, agency staff and contractors.

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The company expects its business partners and suppliers to act with integrity and without bribery and/or corruption. The company shall include clauses to this effect in relevant contracts.

Guidelines

Based on the six principles of the Act, the Company shall:

- Appoint a senior member of staff as the Compliance Officer responsible for the company's anti-bribery and anti-corruption procedures.
- Establish a code of conduct dealing with key risk areas including gifts, corporate hospitality, facilitation payments, political and charitable donations, sponsorships and other related activities.
- Introduce a due diligence procedure. This would include conducting investigation or research, monitoring persons associated with the company, close monitoring of the recruitment process and following up on business references. For example, the process of selection of a recruitment firm must be transparent and fair.
- Establish stringent financial controls including multiple authorisations for significant transactions and close monitoring of hospitality and promotional expenses, charitable and political donations.
- Conduct periodic risk assessments to identify potential high-risk areas for bribery.
- Apply test of reasonableness (i.e. whether the activity is seen as reasonable by a person in the UK or required by written law of another country). Local custom and practice of another country shall be disregarded where it is not reasonable or permitted by written law.
- Benchmark against industry to ensure best practices in its business dealings.

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Procedure

- The Compliance Officer responsible for the company's anti-bribery and anti-corruption policy is Susan Doughty Staff must contact the Compliance Officer for any queries.
- Risk assessments 6 monthly of situations where bribery could occur and identifying action points. The level of risk will depend on the nature of the business, countries where the company carries out its business, persons associated with the company. For example, offers of rebate or incentive to use services of recruitment, HR or other service providers could constitute a bribe.
- When an employee believes that an offence has been committed that relates to bribery or corruption, the employee must raise it through the company's Whistleblowing Policy.
- Individuals associated with the company who wish to report an act of bribery must immediately contact the Director of the company directly. Should they believe that it may be beyond the scope of the company, they must report to the relevant legislative body.
- Where an employee believes that he / she has been offered a bribe by a third party or if asked to make one, suspect that this may happen in the future, or that he / she believes they are a victim of another form of unlawful activity, this must be reported immediately to the Compliance Manager or directly with the Director of the company.
- For the avoidance of doubt, this includes reporting the employee's own wrongdoing. The duty to prevent, detect and report any incident of bribery and any potential risks rests not only with the directors of the Company but equally to all employees and associated persons.
- Where any incident of alleged bribery or corruption has been reported, it will be investigated thoroughly and dealt with through the company's disciplinary procedure.

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- All transactions must be recorded in official books and records of gifts and hospitality must also be kept in a register. Independent checks on bank accounts must also be undertaken.
- Confidential information pertaining to the company must not be disclosed to a third party, either during or after the employment has ended. This information includes information on the company's present or potential customers or suppliers and any information relating to the business.
- Acts of bribery or corruption will be treated as gross misconduct and could lead to summary dismissal. However, minor violations such as failure to seek approval for receipt of a gift whose value exceeds the limit by a modest amount, shall be investigated as misconduct and may be subject to disciplinary action.

Gifts and Corporate Hospitality

Gifts and hospitality include the receipt or offer of gifts, meals, other forms of appreciation and gratitude, invitations to events or other social gatherings, in connection with matters related to the company's business. As long as they are within reasonable limits, they are acceptable. The following situations are unacceptable and will be classified as a bribe;

- 'quid pro quo' (offer for something in return)
- gifts in the form of cash or cash equivalent vouchers
- entertainment of a sexual or similarly inappropriate nature

Any act which cannot be justified and can be construed as unethical must be referred to the Compliance Officer first. Expenses must be proportionate and reasonable to the business of the company and shall be paid on receipt of bills.

Some examples that may be deemed as a bribe;

- Presenting or receiving an expensive gift
- Spending excessive amount on customer entertainment

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- Not reporting any expenditure within the company that is of value over £XX
- Receiving personal discounts or other benefits from suppliers or clients
- Offering a benefit or gift to a foreign official with the intention of influencing the official to secure a business or business advantage.

All employees have a responsibility to raise any concerns relating to bribery or corruption and to ensure they are acting in good faith to protect the interests of the company at all times. Any form of gift or hospitality, given, received or offered, which meets or exceeds the lower limit must be appropriately recorded in the register kept with the Compliance Officer.

Facilitation Payments, Commission Payments and Donations

Facilitation payments are small level payments, usually made to a government official, to facilitate a routine action or process, for example, obtaining a permit. Under the Act, facilitation payments are illegal. The company does not condone such payments.

Commission payments made in return for services are acceptable as long as they are not significantly disproportionate to the value of the service. The company shall maintain accurate records of any such payments along with an explanation of how the rates are calculated.

Before making any charitable or political donations or sponsorship agreements, the company shall carry out relevant checks including verifying bank accounts, to ensure legitimacy of the transaction. All such payments must be recorded in official books of the company.

Any kind of solicitation or request for solicitation must be reported to Susan Doughty

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Implementation, Monitoring and Record keeping

The implementation of this policy will be reviewed annually in respect of its suitability, adequacy and effectiveness and make improvements as appropriate.

Please refer to the following in conjunction with the above policy;

Recruitment Policy

Disciplinary Policy

Whistleblowing Policy

Code of Ethical Conduct

Records pertaining to gifts and corporate hospitality shall be maintained in a separate register. All financial transactions shall be recorded in official books and records of every time the policy is reviewed shall also be kept.

Training and Communication

All employees will be provided with training on bribery as part of their induction. Employees are also expected to read this policy in conjunction with the Code of Ethical Conduct.

Should you have any questions regarding this policy please contact Susan Doughty

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