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|  | <b>BRUSH Group</b><br><b>Anti-Bribery &amp; Corruption Policy</b> | <b>Document Number</b> | BRUSH-LE/BPL/0002 |
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|                   | 14/03/2025           |                 | Amendment to Gifts and Hospitality section                          |                  |                   | 14/03/2026              |              |

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# BRUSH Group

## Anti-Bribery and Corruption Policy

**The BRUSH Anti-Bribery and Corruption Policy** must be followed by anyone who works for or represents BRUSH, including directors, officers, employees, agents, distributors, and business associates working for or on behalf of any BRUSH entity, including, but not limited to BRUSH Group Ltd., together with its subsidiaries and affiliates ("the Group").

**Employees** must gain an understanding of the **Anti-Bribery and Corruption Policy** and ensure that its principles are fully applied in relevant areas of their job role

## Policy Statement

One of the fundamental principles of the BRUSH Group (**"Group"** or **"Company"**) is to conduct all its business in an open, honest, and ethical manner. BRUSH takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all business dealings and relationships, within all jurisdictions in which it operates. Bribery and corruption are seen as an "unfortunate fact of life" in some parts of the world, but in fact represent a barrier to economic and social development.

The Group's reputation for lawful and ethical business relations is important and all employees and other business associates are required to act professionally and with integrity.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all employees across the Group; each employee is required to avoid any activity that might constitute, lead to, or suggest, bribery and/or corruption activities.

Bribery is an offence within most countries around the world and penalties can be severe. Within the UK, the Bribery Act 2010 (the **"Act"**) makes bribery and corruption illegal; it also holds UK companies liable for failing to implement adequate procedures to prevent such acts committed by employees or other associated persons providing services to the Group. This includes, for example, agents, distributors, third parties and joint venture parties, no matter where in the world it takes place.

The US Foreign Corrupt Practices Act (**"FCPA"**) applies to companies in the United States and companies outside the United States where the activity in question has virtually any US nexus. Corrupt acts, wherever in the world they are committed (including those committed by business partners such as agents, distributors, or joint venture partners), could result in legal action being taken against the Group (as well as individuals) and therefore it is important that anti bribery and corruption policies are taken seriously within the Group structure. Although this policy emphasizes the Group's compliance with the Act and the FCPA, it must take care to comply as well with any anti-corruption laws applicable to the countries in which it does business.

Market practices vary from country to country and therefore, it may not always be easy to decide what is acceptable, particularly in relation to corporate hospitality. The Group's anti bribery and corruption policy is not designed to prohibit the acceptance or offer of reasonable and customary gifts and hospitality. However, employees and business associates should bear in mind that transparency is fundamental to maintaining the Group's zero tolerance position with respect to bribes and other improper payments. The key consideration to remember is that no inducements should be accepted or offered if the intention is to influence the recipient to gain or retain business or a business advantage.

The Group has issued a detailed anti bribery and corruption policy to ensure that all employees and business associates are fully aware of their responsibilities and the consequences for non-compliance. The policy also provides guidance in relation to the biggest bribery and corruption risks that exist for the Group and how to reduce such risks.

Any employee who is aware of possible bribery and corruption activities should disclose such details using the appropriate whistleblowing process, which is designed to ensure that employees feel comfortable about raising concerns. Further information about the disclosure process can be found within the Group's whistleblowing policy. A commitment has been made within the Group to ensure that employees who do come forward with such information are protected to the fullest extent possible.

## Who is covered by this policy?

This policy applies to all individuals working at all levels, including senior managers, officers, directors, employees (whether permanent, fixed term, or temporary), contractors, trainees, casual workers/agency staff, volunteers, or any other person working for the Group (**"Group Associates"**)

This policy also applies to any person, or any organisation, working for or performing a service for or on behalf of the Group – for example, pension trustees, consultants, lawyers, accountants, other business

advisers, suppliers, agents, distributors, joint venture partners or other persons whilst they are working for or performing a service for or on behalf of the Group (**"External Associates"**). Group Associates and External Associates are together referred to as **"Associates"**.

## What is bribery and corruption?

Bribery and corruption have a range of definitions in law, but the fundamental principles apply universally.

Acts of bribery or corruption are designed to influence an individual in the performance of their duty and incline them to act dishonestly, improperly or in a way which they would not have done had they not been paid or promised the bribe (e.g., speeding up an otherwise legitimate process due to payment of a small bribe or "facilitation payment"). A person being bribed, or offered a bribe, will generally be able to obtain, retain, direct, and influence the decision-making powers of a government, vendor, customer, or intermediary, to procure some form of benefit. For example, this may involve sales initiatives (such as tendering and contracting) or may simply involve the handling of administrative tasks such as licences, customs, taxes, or import/export matters.

## Legal obligations

Bribery is an offence within most countries around the world and penalties can be severe. In the UK the Act makes bribery and corruption by companies (via their employees and associates) which operate wholly or partly in the UK, illegal, wherever the bribe takes place. Corrupt acts committed abroad, including those committed by business partners (such as agents, distributors, or joint venture partners) performing services for or on behalf of the Group, could result in legal action being taken in the UK against the Group, or its Associates. The only mitigation available for the Group is to show that it had "adequate procedures" in place to prevent such acts. Therefore, it is essential for all Associates to follow this policy and associated procedures.

The FCPA lays down similar offences and potential penalties to those under the Act and focuses particularly on interaction with Public Officials. FCPA enforcement can be particularly severe for companies that lack internal controls sufficient to prevent acts of corruption to occur. Thus, as in the case of compliance with the Act, compliance with the FCPA places a premium on Associate compliance with this policy.

The following situations are classed as a legal offence and are prohibited by this policy:

Giving a bribe (classed as active bribery) - Direct or indirect offering, promising, authorizing, or giving a financial or other advantage or anything of value to another person with the intention of inducing that person (or a third party) to give improper assistance or advantage, or to influence acts or decisions, or to induce acts or omissions that are contrary to a person's duties (or as a reward for so doing) in order to direct, obtain, or retain business or an advantage in the conduct of business.

Accepting a bribe (classed as passive bribery) - Direct or indirect requesting, agreeing to receive, or accepting a bribe in exchange for that person (or a third party) providing improper assistance or advantage (or as a reward for so doing) to obtain or retain business or an advantage in the conduct of business.

Bribing of a Public Official - direct or indirect offering, promising, authorising, or giving of a financial or other advantage or anything of value to a Public Official (or third party) with the intention that the Public Official is influenced in the performance of his or her public functions or is induced to violate his or her official duties, or that the bribery will secure an improper advantage. This offence is very broad, as there is no requirement for the Public Official to act improperly or dishonestly, merely that they are influenced or intended to be influenced by the offer or payment of a bribe (including facilitation payments).

For the purposes of this offence, the term "Public Official" is defined broadly to include: (i) officials, whether elected or appointed, who hold a legislative, administrative or judicial position of any kind; (ii) any person who performs public functions in national, local or municipal government; (iii) any person who exercises a public function for a public agency or enterprise, such as public health agencies; (iv) any official or agent of a public international organisation such as the UN or the World Bank; (v) any political candidate, political party,

or political party official, or (vi) any person acting on behalf of any government, including entities such as state-owned businesses.

The Act also creates a new form of corporate liability for failing to prevent bribery by persons performing services for or on behalf of a commercial organisation, which includes employees, subsidiaries, agents and other third parties. The FCPA similarly can impose a greater penalty if it finds that a company has committed an FCPA violation and lacks effective compliance policies and procedures.

## What are the potential penalties for violations of law?

Offering or receiving a bribe could have serious consequences for individual directors, Associates, or the Group and include:

- criminal sanctions including severe fines and imprisonment or civil fines;
- blacklisting of the Group from both future public and private tendering opportunities, debarment from World Bank and multilateral development bank funding;
- the possibility of the termination of certain business contracts by competitors/counterparties, loss of licenses or rights granted by the government; and
- confiscation of assets.

## What behavior is not acceptable?

- give, promise to give, or offer, or authorise the giving or offering of a payment, gift, hospitality, or any advantage with the expectation or hope that an improper business advantage will be received, or to reward an improper business advantage already received. For this policy, “any advantage” may include, amongst other things, cash, gifts, business opportunities, travel or entertainment expenses, employment opportunities, or anything else of tangible or intangible value;
- give, promise to give, or offer, or authorise the giving or offering of a payment, gift, or hospitality to a Public Official, agent, or representative to influence the official and/or to “facilitate” or expedite a routine procedure;
- accept any gift, hospitality, or other advantage from a third party that is known or suspected to have been offered with the expectation that it will obtain a business advantage in return;
- threaten or retaliate against another worker who has refused to commit a bribery offence, or has raised a concern under this policy; or
- engage in any activity that might lead to a breach of this policy.

## What do I do if I am asked for a bribe?

If an employee receives a request for a financial or other advantage which they believe is a bribe (including small facilitation payments), they must politely decline to make the payment, explaining that they are prohibited by this policy. They should report all such requests in accordance with the Whistleblowing Policy or to the Legal & Compliance Department [compliance@brush.eu](mailto:compliance@brush.eu). Similarly, if offered anything of value that an employee believes is a bribe, they must decline to receive anything and immediately report the offer to the Legal & Compliance department or via the Whistleblowing Reporting Line.

Nothing in this policy means that an employee should do anything which puts them or those they are with in physical danger. However, except where such danger is immediate, anything of value that is being offered to secure physical safety must be authorised in advance by the Brush Group General Counsel (“BGGC”) and even in an emergency the giving of anything of value must be reported immediately after the fact to the BGGC.

## Consequences of a breach of this policy

Any breach of this policy may lead to disciplinary action being taken by the Group up to and including termination of employment. Where appropriate the Group will also liaise with relevant law enforcement bodies.

## How to raise a concern (Whistleblowing)

All Group Associates are encouraged to raise concerns about any issue or suspicion of malpractice by a colleague or a third party (such as a customer, supplier, or agent) at the earliest possible stage. If a Group Associate believes that any part of this policy has been infringed, they should refer to the Group's Whistleblowing Policy.

If an employee is unsure whether a particular act constitutes a breach of this policy in advance of any action, relevant details should be provided to the BGGC. Alternatively, follow the procedure as stated within the Group's Whistleblowing policy. No action as to which there is any doubt regarding compliance may be taken without authorisation by the compliance manager or the relevant BGGC.

Group Associates who refuse to get involved in bribery and/or corruption, or who raise concerns and report wrongdoing will naturally be concerned about possible repercussions. The Group encourages openness and will support anyone who raises genuine concerns in good faith, even if they turn out to be mistaken.

The Group is committed to ensuring that no employee suffers any detrimental treatment as a result of refusing to take part in bribery or corruption and/or who raises concerns.

## What to do if an employee is aware of Bribery or Corruption taking place?

It is important that Group Associates follow the procedure outlined within the Group's Whistleblowing policy as soon as possible if they are offered (or suspect that one may be offered in future) a bribe by a third party, are asked to make a bribe (or suspect that they may be expected to make one in future) or are otherwise aware of potential violations of this policy.

By declaring the situation quickly Group Associates will help to ensure they are excluded from possible future suspicion. It will also allow the Group to investigate such claims without delay.

## Bribery and corruption risk assessments

Each business unit is required to carry out bribery and corruption risk assessments at least annually (which should normally be carried out at the beginning of each calendar year) in relation to each business location where they operate from, including any joint venture locations. This process is necessary to ensure that the Group is aware of high-risk scenarios, to ensure that it can take steps to reduce such risks and to maintain effective monitoring and internal controls.

Group Associates are required to take part in online anti bribery and corruption training (or any other form of training as may be necessary from time to time), as determined by the BGGC, to ensure they are fully aware of both their own and Group responsibilities

The Group may carry out audits from time to time within each of its business units, to ensure adherence to the policy and to check that risk registers are being maintained correctly.

Joint ventures can potentially be a part of a business where bribery and corruption risks are higher. Generally, all joint ventures should be included within the annual risk assessment process, but it will be the responsibility of each business unit to determine what would be reasonable in managing these risks. Factors such as the level of involvement and day to day control, purpose and shareholding percentages should all be taken into account, together with a consideration of the country the joint venture is operating from and the perceived level of risk this creates. As a minimum requirement, all employees associated with the joint venture should be requested to read this policy and confirm their compliance with it.

Each business unit is required to undertake an anti-corruption risk assessment prior to entering a new business jurisdiction, making any significant investment, acquisition or entering into a new joint venture or

business consortia. Appropriate anti-corruption due diligence should be undertaken based on the risks associated with the transaction. Anti-corruption clauses should be inserted into all relevant contracts.

Each business unit is required to undertake an anti-corruption risk assessment before winning or doing business with government entities. Appropriate training, due diligence and contract terms must be undertaken by those interacting with Public Officials, including adherence to relevant procurement rules. Anti-corruption clauses should be inserted into all relevant contracts.

## Where do bribery and corruption risks typically arise?

The Group carries out various risk assessments to determine where there may be higher bribery and corruption risks to be aware of and what actions can be taken to reduce them. The key risks relate to gifts and hospitality, facilitation payments, use of third-party business partners, political donations, and charitable donations. Remedial actions required to reduce these risks are stated below. Any material deviations from the below remedial actions, however, should be approved in advance by the BGGC.

## Gifts and hospitality

This policy does not prohibit a Group Associate from accepting or offering reasonable and appropriate gifts and hospitality in the normal course of Group business, provided it is not made with the intention of influencing the recipient to obtain or retain business or a business advantage and would not be perceived as such by the recipient. The following requirements will need to be met to give or receive a gift or hospitality:

- it is not made with the intention of influencing the recipient to obtain or retain business or a business advantage;
- it complies with local laws (for both the person giving and receiving the gift/hospitality);
- it is given in the name of a company, rather than an individual;
- it does not include cash, or cash equivalent (such as vouchers etc);
- it is appropriate in the circumstances;
- considering the reason for the gift/hospitality, it is of an appropriate type and value and has been given or accepted at an appropriate time;
- an employee of the Group or relevant business unit is present at all hospitality events.
- it is given openly, not secretly; and
- it is promptly and accurately recorded in the Group's books and records.

The timing of any gift or hospitality should be considered, and should be avoided immediately prior to, during or after contract negotiations or tenders. Advance approval is required to offer, give, or receive anything of value in excess of £100.

Dealings with Public Officials are viewed as particularly high-risk from an anti-bribery and corruption law compliance standpoint. Therefore, gifts or hospitality in relation to Group business should not be offered to, or accepted from, Public Officials, as defined above.

The Group understands that the practice of giving and receiving business gifts and hospitality varies between countries and regions, and what might be considered normal and acceptable in one region may not be in another. The test to be applied is whether, considering all circumstances, the gift or hospitality is reasonable and justifiable and the intention behind the gift should always be considered before being offered or accepted. Transparency is the key.

Reimbursement for travel, accommodation, or personal expenses for third parties (including customers) should be reasonable, proportionate and directly related to the explanation, demonstration, or promotion of products or services. All payments should be made direct to the vendors (i.e., the airline, travel agent and/or hotel). Cash or daily allowances may not be provided.

Group Associates should ensure they accurately record details of all material gifts and hospitality given or received in relation to the business of the Group. The Group appreciates that it is not always possible in practice to place a monetary value on such gifts and hospitality, especially when receiving them and therefore

no minimum monetary values are stated for recording purposes within this policy. However, procedures should be implemented to ensure that all material items are declared and recorded accurately and that all Group Associates declare such information to [Debra.Jordan@BRUSH.eu](mailto:Debra.Jordan@BRUSH.eu) or [Carl.Pinney@BRUSH.eu](mailto:Carl.Pinney@BRUSH.eu) in a timely manner. It will not be practical or necessary to record all gifts and hospitality given or received during the course of the year, hence why the policy only requires material, or unusual items to be recorded; although it is important to remember that small, regular gifts or hospitality given to or received from the same contact does need to be recorded if the overall value could be classed as material over the course of a calendar year.

### Examples:

A long-standing supplier or business adviser invites an employee for a reasonably priced meal following a meeting in their London office; they do not offer to pay for travel costs or any hotel accommodation - There is no requirement to add this to the gifts and hospitality register as it would reasonably be classed as part of normal business. However, if this were to take place on a very frequent basis, a record should be made within the register as the total value of the meal over the course of 12 months could be classed as material.

A long-standing supplier or business adviser invites an employee to the final of a major sporting event, which includes an expensive meal at a local restaurant before the game and further hospitality during and after the event. This hospitality would generally be classed as material and should therefore be disclosed on the register. Whilst this policy does allow for such hospitality to be accepted, caution would need to be applied and consideration should be given to the circumstances. For example, if the invite was from a potential supplier or an existing supplier who knew the employee was currently running a tender process in relation to the products/services they currently provide, it would be prudent to decline the invite but still record the circumstances on the register to ensure transparency.

As a rule, and where possible, any gifts received by Group Associates that fall within the requirements listed should be shared amongst work colleagues. For example, if a crate of expensive wine is received from a supplier it should be noted on the gifts and hospitality register, and then placed into a "gifts pool", rather than being consumed by the individual concerned.

## Facilitation payments

Facilitation payments are relatively small, unofficial payments made to secure or expedite a routine government action by a Public Official (e.g., speeding up imports or exports through customs). Facilitation payments are a form of bribery and are illegal in most countries. Facilitation payments are accordingly prohibited by the Group and this policy. All Group Associates must avoid any activity that might lead to, or suggest that a facilitation payment will be made, or accepted. Any Group Associate who is unsure as to whether certain payments would be classed as facilitation payments should contact the BGGC prior to making the payment.

## Use of business partners

The definition of a business partner is broad and in the case of the Group would include agents, distributors, joint venture partners and any other companies or individuals that may provide services on its behalf. Whilst such relationships can be advantageous, they also increase the risk of bribery and corruption to the Group as the Group may be held legally responsible for the actions of such third parties.

The relationship with all business partners should be recorded in writing, within a suitable legal agreement, such as an agency or distribution agreement, which, amongst other things, highlights the relevant anti bribery and corruption responsibilities. The appointment and contractual arrangements with the business partner must be legal under the laws of the country in which the parties to the contract are based and those of the country in which the services are to be performed. However, the Group accepts that in exceptional circumstances it may not be possible to implement legal agreements and therefore as a minimum requirement, all agents/distributors/joint venture partners should be provided with a copy of the Group's anti bribery and corruption policy and asked to confirm their understanding and compliance with it.

Regardless of any exceptional circumstances, any relationships with a US nexus must be subject to a written agreement unless the BGGC approves otherwise.

Additional checks on agents/distributors/joint venture partners should take prior to entering or renewing a business relationship, especially where formal agreements are not in place, or in countries that are deemed to be subject to a higher risk of corruption (as shown in orange and/or red shown on the most recent Transparency International Corruption Perception Index country risk map, which is available on the Transparency International Website at: <https://www.transparency.org/en/>).

No payments may be made to business partners other than in accordance with the contract, and no payments may be made in cash. Properly documented and appropriately detailed financial records should be maintained for all transactions.

When identifying new business partners, a risk-based due diligence/vetting process should be used that includes an evaluation of their background, experience and reputation, and identification of their ultimate beneficial owners. Consideration should also be given to understanding the services to be provided by the business partner, whether the proposed compensation is commensurate to those services, methods of compensation/payment and the rationale behind the decision to engage them. Future transactions should be audited to ensure ongoing compliance.

The Group is ultimately responsible for ensuring that business partners who act on behalf of, or provide a service to, the Group act in accordance with this policy.

In summary, a risk-based assessment process should be used within each business unit (to include any joint venture arrangements) of the Group to manage the risk of business partners infringing this policy. Where the risks are perceived to be higher, a greater degree of diligence will be required via a process of ongoing assessment.

## Political donations

No political donations should be offered to any individuals or organisations on behalf of the Group.

Group Associates should ensure they do not engage in any political lobbying on behalf of the Group.

## Charitable donations

Charitable contributions and/or sponsorship may not be used to confer a personal benefit on a Public Official or business contact and must not be made to seek an improper benefit or to influence a Public Official. It is therefore important to ensure that all charitable donations and sponsorship is legitimate and made to a properly established charity and for a valid charitable purpose. Due diligence on the charity (confirming its trustees and registration details) must be undertaken. Charitable donations and sponsorship of events associated with Public Officials, customers and/or their family members should be avoided. If due diligence reveals such a connection prior authorisation should be sought from the Group Compliance Director before making any donation or sponsorship payment on behalf of the company.

More guidance can be found in the BRUSH Sponsorship Policy and from the BRUSH Sponsorship committee.

## Conflicts of interest

Group Associates are required to declare any positions of responsibility, shareholdings, or other interests in any related party entity on an annual basis. For this policy a related party means any partnership, company or individual (or relative) which does business with the Group or any business unit.

## Recruitment and hiring decisions

No individual may be offered a paid or unpaid position or promotion at the request or recommendation of a customer or Public Official, other than by way of the Group's normal hiring processes.

Recruitment and promotion decisions must be made in accordance with the following principles:

- Group Associates should not be appointed to a key/senior position if the integrity and ethical conduct of that Group Associate has been the subject of a substantiated allegation or a breach of this Policy;
- each business unit will conduct anti-corruption due diligence on candidates for management and/or positions at higher risk of corruption (such as finance, sales and marketing, procurement etc).

## Record keeping

The Group and Group Associates should ensure that:

- accurate financial records are kept and that adequate internal controls are in place to evidence business justifications for payments to third parties;
- an accurate record is kept of all hospitality/gifts accepted or offered (to be maintained by the compliance manager). To ensure the accuracy of these records, all Group Associates should declare such information as soon as possible. The Group will require copies of these records from each business unit on a yearly basis (or more frequently as may be deemed necessary by the Group) to carry out random audits as may be deemed necessary from time to time;
- all expense claims relating to hospitality, gifts and/or expenses incurred with third parties are submitted in accordance with the Group expenses policy and ensure that such claims clearly record the reason for the expense;
- accurate records are kept by the Group of all risk assessments carried out in relation to anti bribery and corruption, together with any other relevant information;
- accurate records of all contracts which contain a right of audit over the Group, including details of the circumstances in which the right will be triggered (e.g., periodically or on the basis of an allegation). Any request for audit by a third party must be notified to the BGGC.
- accurate records of all conflict-of-interest declarations made.

## **APPENDIX 1: MODEL ANTI BRIBERY AND CORRUPTION WORDING**

### **Model anti bribery and corruption wording in relation to agency and distribution agreements:**

1. "The agent/distributor confirms that it has not, and neither (so far as it is aware) has any of its employees or associated persons, committed an offence under the United Kingdom Bribery Act 2010 (UKBA), the US Foreign Corrupt Practices Act 1977 (as amended) (FCPA), or any other applicable anti-bribery or anti-corruption law in connection with this agreement.
2. The agent/distributor undertakes to the Group that:
3. it will not, and will procure that none of its directors, officers or employees will, engage in any act of bribery in connection with its undertakings under this agreement;
4. it will take all reasonable steps (including the completion of risk based training and due diligence) to ensure that its agents, sub-contractors, consultants, and representatives do not engage in any act of bribery in connection with any matter relating to this agreement;
5. it will and will procure that its directors, officers, and employees will comply with the Group's anti bribery and corruption policy as may be amended from time to time;
6. it will take all reasonable steps to ensure that its agents, sub-contractors, consultants, and representatives comply with the Group's anti bribery and corruption policy as may be amended from time to time, a copy of which is available upon written request if not already supplied to the agent by the Group;
7. it will not enter into any agreements with an associated person in connection with this agreement, unless such agreement contains undertakings on the same terms as contained in this clause;
8. it has and will maintain in place adequate procedures within the meaning of the UKBA and to ensure compliance with the same and to ensure compliance with the FCPA and any applicable other anti-corruption laws;
9. it shall notify the Group as soon as practicable of any breach of any of the undertakings contained within this clause and/ or any actual or potential breach of the UKBA, the FCPA, or any other applicable anti bribery and corruption law of which it becomes aware.
10. For purposes of this agreement, an act of bribery shall include direct or indirect offering, promising, authorizing, or giving of a financial or other advantage or anything of value to another person with the intention of inducing that person (or a third party) to give improper assistance or advantage, or to influence acts or decisions, or to induce acts or omissions that are contrary to a person's duties (or as a reward for so doing) in order to direct, obtain, or retain business or an advantage in the conduct of business.
11. Notwithstanding any other provision of this agreement the Group may immediately suspend the agreement, and any payments thereunder, in the event it should receive information which it determines in good faith and in its sole discretion to be evidence of a breach by the agent/distributor of any undertaking in paragraphs 1 and 2 above. The Group shall not be liable to the agent/distributor for any claim, losses, costs, or damages related to its decision to withhold payments under this paragraph.
12. In the event of receipt of such evidence and/or such suspension, the Group and/or its authorised representative shall have the right to audit the agent/distributor to satisfy itself that no breach has occurred, and the agent/distributor shall fully cooperate with any such audit or related inquiry.

13. Without prejudice to clause 2 the Group shall be entitled to terminate the agreement immediately by written notice and to recover from the agent/distributor the amount of any loss resulting from such termination if the Group, acting in good faith and in its sole discretion, is reasonably satisfied that:
  14. a breach of any of the undertakings in clause 2 has occurred;
  15. the agent/distributor or any officer or employee of the agent shall have engaged, or attempted to engage in, in any act of bribery;
  16. any person acting on behalf of the agent/distributor in connection with this agreement whether with or without the knowledge of the agent/distributor shall have engaged in any act of bribery.
  17. the agent/distributor refuses to cooperate fully with the Group's audit or related inquiry.
18. In the event of such termination, this agreement shall be void ab initio and the Group shall have no liability to the agent/distributor for any unpaid fees, reimbursements or other compensation owed under the agreement, or for any other loss, cost, claim, or damage resulting, directly or indirectly, to the agent/distributor from such termination."

## **APPENDIX 2: PRACTICAL EXAMPLES OF WHEN TO REPORT POSSIBLE BRIBERY AND CORRUPTION ACTIVITIES**

The below list has been added to this policy to provide some practical examples of when an employee should be expected to report concerns they may have in relation to bribery and corruption matters. This list is not exhaustive (and in case of doubt, the matter should be raised with the BGGC).

- you become aware that a third party engages in, or has been accused of engaging in, improper business practices;
- you learn that a third party has a reputation for paying bribes, or requiring that bribes are paid to them, or has a reputation for having a "special relationship" with foreign Public Officials;
- you learn that a Public Official or immediate relative of a Public Official has a beneficial ownership or other interest in a third party;
- a third party insists on receiving a commission or fee payment before committing to sign up to a contract with us, or carrying out a government function or process for us, or requests a substantial "success fee";
- a third-party requests payment in cash and/or refuses to sign a formal commission or fee agreement, or to provide an invoice or receipt for a payment made;
- a third-party request that payment is made to a country or geographic location different from where the third party resides or conducts business and/or has requested separate payments to different bank accounts;
- a third party requests an unexpected additional fee or commission to "facilitate" a service – e.g. to move the company's goods through customs quickly;
- a third party does not appear to have any relevant expertise or experience to perform the services required;
- a third party demands lavish entertainment or gifts before commencing or continuing contractual negotiations or provision of services;
- a third-party request that a payment is made to "overlook" potential legal violations;
- a third party has provided any false documents and/or requested anonymity in respect of a transaction;
- a third-party request that you provide employment or some other advantage to a friend or relative (such as the payment of school fees);
- you receive an invoice from a third party that appears to be non-standard or customised, or requires payment to an individual or entity not named in the contract;
- a third party insists on the use of side letters or refuses to put terms agreed in writing;
- a third-party refuse to agree to sign up to the Group's anti-corruption undertakings;
- you notice that the company has been invoiced for a commission or fee payment that appears large given the service stated to have been provided, or large in comparison to the market rates;
- a third party requests or requires the use of an agent, intermediary, consultant, distributor, or supplier that is not typically used by or known to us;
- you are offered an unusually generous gift or offered lavish hospitality by a third party.