

# Anti-bribery Policy

20 Januari 2012

Last reviewed: 15 November 2024



## Policy Statement

Pellikaan Construction Ltd conducts its business ethically, with emphasis on high standards of honesty and integrity.

We understand that bribery has adverse impact on firms, government & society. We therefore have zero tolerance to the making or receiving of bribes or corrupt payments, in any form. Such conduct is prohibited, and this applies to both employees and anyone else acting on behalf of the business.

Pellikaan is committed to compliance with the Bribery Act 2010 and all applicable legislation.

This policy has the top-level commitment of the Managing Director and sets out our approach to ensuring that no bribes or corrupt payments are made, offered, sought or obtained by anyone acting on our behalf.

## Definition

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. Bribes can, for example, take the form of money, fees, loans, gifts, hospitality, discounts, services, award of contract or other advantages or benefits.

Corruption is defined as dishonest or fraudulent conduct. It typically involves bribery.

Acts of bribery or corruption influence the individual in the performance of their duty and incline them to act dishonestly. It should be noted that the law regarding bribery and corruption extends to acts carried out through a third party. All such acts are illegal and unethical.

Under the Bribery Act 2010, it is a criminal offence to:

- Offer, promise or give a bribe.
- Request, agree to receive or accept a bribe.
- Bribe a foreign public official.
- Consent or connive to the commission of a bribery offence by anyone associated with Pellikaan in respect of business carried out on its behalf.

Such an offence can result in an unlimited fine and/or up to a maximum of 10 years imprisonment.

## Scope

This policy applies to all employees of Pellikaan Construction Ltd at all levels within the business. It also applies to anyone else acting on behalf of Pellikaan.

Our subcontractors, advisers & consultants (& anyone else acting for the business) are also made aware of the Policy as part of our procurement process and must comply fully with the Policy.

All employees are responsible for prevention, detection and reporting of any form of bribery. They and those working for us must not become directly or indirectly involved in bribery and/or corruption, and must not agree to requests or demands that could be considered as bribery and/or corruption.

Pellikaan treats all matters of malpractice, improper action or wrongdoing seriously. We strongly encourage all our Policy touches upon to raise incidents or behaviours that are not in accordance with the Policy through the confidential channels detailed in this document.

## Policy objectives

Pellikaan is committed to the following policy objectives:

- Maintaining ethical approaches to our business – our people will operate with honesty and integrity & in accordance with Pellikaan's established Code of Professional Conduct.
- Promotion of a culture under which any act of bribery is not acceptable.
- Zero tolerance of the making or receiving of bribes or corrupt payments, in any form.
- Protecting our reputation in the market by ensuring this Policy is comprehensively understood and applied at all levels of the business.
- Compliance with the Bribery Act 2010 and all other applicable legislation.

## Policy implementation

In implementing this Policy, we will:

- Undertake periodic risk assessment of exposure to bribery across all areas of the business including (as a priority, although not listed exhaustively) sales, procurement, operations, administration, and finance.
- Review findings of the risk assessment at senior management & Board level, promptly undertaking any necessary action to reduce risk of bribery occurring.
- Carry out periodic review of contract wins – examining size, complexity, delivery timeframes, costs and bidding processes against what we would expect to be normal practice.
- Conduct due diligence checks prior to appointment of third parties carrying out work on behalf of the business.
- Where risk of bribery associated with appointment of third parties is categorised as 'medium' or 'high', we will undertake extensive checks to satisfy ourselves that the person can be trusted not to use bribery on our behalf.
- Monitor hospitality, promotional & entertainment activity & expenditure via regular review of a Register of Gifts, Hospitality & Entertainment.
- Ensure that all staff complete the above Register promptly & thoroughly.
- Train all employees thoroughly in compliance and how to report suspected bribery, with regular refresher training taking place. Training starts at induction, when they join the business.
- Train Directors and Managers in how to manage legal compliance of their staff in the workplace.
- Integrate the Policy into the Pellikaan Staff Handbook.
- Issue a copy of the Policy to all employees & existing sub-contractors/ business partners.
- Expect our suppliers and subcontractors to have legally compliant policy approaches in place as applicable under the Bribery Act 2010.
- Encourage employees & third parties carrying out work on our behalf to report suspected bribery to the Managing Director at the earliest stage possible.
- Provide a confidential reporting channel to the Managing Director of the business, or alternatively through the Pellikaan Whistleblowing Policy.
- Promptly and thoroughly investigate any cases of suspected fraud, reporting any case of fraud to the Authorities immediately.
- Consider taking disciplinary action against anyone who fails to comply with the Policy up to and including dismissal.

- Ensure our employees know that disciplinary action may apply in cases where they attempt to disguise or deliberately fail to report bribery or corruption on the part of another employee, supplier or subcontractor.
- Terminate the contract of any supplier or subcontractor that breaches our Policy.

### Political and charitable contributions

Pellikaan does not make contributions or donations to political organisations or to political candidates – whether individually or collectively.

We do, however, reserve the right to make donations to charitable organisations as part of our approach to corporate social responsibility. However, these must not and will not be used to exert improper influence. All charitable donations must be authorised by the Managing Director.

### Facilitation payments

Facilitation payments, which are payments to induce officials to perform routine functions they are otherwise obliged to perform, are bribes. These payments are not allowed and breach the Bribery Act.

Legally required administrative fees or those in relation to genuine fast-track services are allowed and are not considered facilitation payments. All such payments must be authorised in advance by a Director.

### Gifts, hospitality & entertainment

Genuine expenditure in respect of gifts, hospitality & entertainment which is bona fide, reasonable and proportionate may be made and does not breach the Bribery Act. All such expenditure must be recorded in the Register of Gifts, Hospitality & Entertainment.

Gifts, hospitality and entertainment received by a member of staff must be of a nominal value only, and be pre-approved by a Director. Again, they should be recorded in the Register of Gifts, Hospitality & Entertainment.

Gifts, hospitality & entertainment must only be provided to cement good relationships. They must never be provided to exert undue influence on the recipient - whose independence must not be affected. They must not include cash or the cash equivalent in vouchers, or be given in secret.

The Register of Gifts, Hospitality & Entertainment will be regularly audited by Pellikaan's Finance Manager on behalf of the Directors. The latter will also conduct spot checks to ensure that the Register is being correctly completed and that expenditure is reasonable & proportionate.

All such expenditure must comply with Pellikaan's Code of Professional Conduct.

### Policy review

Pellikaan will review and update (where latter necessary) this Policy periodically and at least annually, ensuring continued compliance and that all policy approaches remain suitable and proportionate to risks faced.

### Responsibility and Authorisation

Our Managing Director carries responsibility for anti-bribery within the business, provides top level commitment and has signed this Policy as such.



Signed:

Date: 20 January 2012  
Last reviewed : 15 November 2024

Name: Gert-Jan Peeters

Designation: Managing Director