

ANTI-BRIBERY STATEMENT

As some of you may know, on 1st July 2011 new anti-bribery legislation (in the form of the Bribery Act 2010) came into force. As a result we have redoubled our efforts to ensure we have adequate procedures in place to prevent bribery in all its forms.

Our guiding principle is simple. We will not engage in any form of bribery or corruption across our Group. The giving or receiving of bribes is contrary to our values and can play no part in the way in which we carry out our business.

This principle applies to us all and to our agents, advisers, consultants, joint venture partners, suppliers and sub-contractors, who act on our behalf or with whom we conduct business.

Bribery is illegal in our markets and severe penalties apply to both companies and individuals who break the law; being an unlimited fine and/or imprisonment for up to 10 years.

Detailed information about the Bribery Act including what is and is not acceptable and what you should do if you are asked to make or accept a bribe or suspect that bribery may be taking place is available on the Serious Fraud Office website (www.sfo.gov.uk). Please read it carefully.

Date... 1st Oct 2019.....

Signed.....
P GILLESPIE, Managing Director

ANTI-BRIBERY POLICY

Introductory message from the Managing Director

The giving or receiving of bribes is contrary to our values and can play no part in the way in which we carry out our business.

Our guiding principle is simple. We will not engage in any form of bribery or corruption across our Group. This principle applies to us all and to our agents, advisers, consultants, joint-venture partners, suppliers and sub-contractors, who act on our behalf or with whom we conduct business. Even the suggestion of corruption may damage Heyrod's reputation and may also bring the personal integrity of individuals into question.

Bribery is illegal in our markets and severe penalties apply to both companies and individuals who break those laws. From 1st July 2011 tougher new legislation in the UK (in the form of the Bribery Act 2010) has introduced new offences for failing to prevent bribery. As a result we have redoubled our efforts to ensure we have adequate procedures in place to prevent bribery and to ensure compliance with the new legislation.

This Policy is a further reminder of what you should do if you are asked to make or accept a bribe or suspect that bribery may be taking place. Please read it carefully.

Paul Gillespie
Managing Director

1 Who this policy applies to

This policy is sponsored by Heyrod's Board of Directors. It applies to all Heyrod subsidiaries worldwide, their officers, directors and employees whether permanent or temporary. It also applies to all Heyrod's supply chain partners, including agents, advisers, consultants, joint-venture partners and sub-contractors (together "Associated Persons").

This Policy is effective from 1st July 2011. It applies to all of us and you must understand it and comply with it at all times.

2 Bribery

Officers, employees or Associated Persons of Heyrod must not offer, provide, authorise, request or receive bribes or anything that could give the perception of a bribe.

The UK Bribery Act 2010 is brought specifically to your attention. It creates three potential offences for UK registered companies:

- A general offence of offering or receiving bribes
- A specific offence of failing to prevent bribery on behalf of the company and
- A specific offence of bribing a foreign public official.

General offence of offering or receiving bribes

This offence is committed if a person (individual or company) offers, promises, gives or receives a bribe. A bribe can include money, or any offer, promise or gift of something of value or advantage. It need not necessarily be of large value. It might include signing bonuses or overpaying suppliers. It might also include intangible benefits such as the provision of information or advice or assistance in arranging a business transaction. It need not be for your personal benefit. For example a donation by a supplier to your favourite charity could be a bribe.

Specific offence of failing to prevent bribery on behalf of the company

This is a new corporate offence. It is committed if a company fails to prevent persons (employees or Associated Persons) from using bribery with the intention of obtaining or retaining a business advantage for the company. For this offence it is irrelevant whether or not the company approves, or is aware of the bribery committed. It is however, a full defence to this corporate offence if the company can show that despite a particular case of bribery, it nevertheless has 'adequate procedures' in place to prevent bribery.

Specific offence of bribing a Foreign Public Official

This offence is committed if the person giving the bribe intends to influence the foreign public official in the performance of his or her official functions in order to obtain an advantage in the conduct of business by doing so.

Whilst such activity is very likely to involve conduct that amounts to 'improper performance', it does not have to be proved and could include the performance of their normal public duties which the foreign public official may otherwise have done in any event. Accordingly, extra care should be taken and legal advice sought when dealing with foreign public officials and politicians.

If in doubt about any issue raised in this Policy guidance should be sought from a Director.

3 Facilitation Payments

A "facilitation payment" is an unofficial payment (usually, but not necessarily, made to a public official) to encourage the recipient to perform their existing obligations or role, or expediate or refrain from performing a routine task they are otherwise obligated to do. They are also known as gratuity or "grease" payments. These can be payments to perform routine tasks such as obtaining permits, licences, or other official documents, processing governmental papers, such as visas and work orders or providing power and water supply and loading and unloading cargo.

Heyrod prohibits its officers, employees and Associated Persons from offering, making or paying any "facilitation payments" to any third party including, but not limited to foreign public officials.

All Heyrod officers and employees must report to a Director any request by a third party for a facilitation payment.

4 Political Contributions

Political contributions by or on behalf of or in the name of Heyrod

Heyrod funds and resources are not to be used to contribute to any political campaign, political party, political candidate or any of their affiliated organisations with the intention of obtaining a business or any other advantage in the conduct of business. Heyrod will not use charitable donations as a substitute for political payments.

Personal political contributions by employees and other individuals

Heyrod recognises that everyone has a right to participate as individuals in the political process and to make personal political contributions from personal funds and in their own time. Officers and employees cannot, however, be reimbursed or otherwise compensated by Heyrod for any such contribution.

5 Charitable contributions and sponsorship

Heyrod and its officers and employees may only make charitable contributions or sponsorships on behalf of or in the name of Heyrod for bona fide charitable purposes and where the activities are aligned with Heyrod's business objectives, values and ethical principles.

Charitable contributions or sponsorships should be given with the expectation that no tangible benefit is received or expected by Heyrod. They should never be used as a substitute for political contributions.

All requests for charitable contributions and sponsorships must first be sent to a Director for approval and shall be recorded in an appropriate register.

6 Gifts and Hospitality

Neither the law, nor this policy is intended to prohibit the giving or receipt of reasonable and proportionate hospitality designed to cement business relationships and enhance knowledge of people, products or services. More care is required when giving hospitality or entertainment to foreign public officials, because of the different definition of what constitutes an offence with regard to such persons (see Section 2 above).

When you are considering offering, accepting or providing gifts, hospitality or entertainment you must ensure that they shall:

- be in good faith, occasional, appropriate, reasonable and proportionate
- constitute a normal business courtesy (such as paying for a meal or shared taxi)
- comply with any applicable laws, including those which may apply to any relevant foreign officials
- not be possible of reasonably being perceived in any way as a bribe and
- not be in cash

By way of guidance

- customary gifts or modest Christmas gifts may be accepted provided the value of such gifts does not exceed £50 per annum from any one source.
- Reasonable entertainment in restaurants, theatres and at sporting or cultural events is allowed provided that it is not excessive and is not repeated on frequent occasions.

7 Register of hospitality received

As from the 1st July 2011 every officer, director and employee is required to declare any benefits they receive that they estimate would have cost the provider more than £100 per person to provide. The declaration should be made by email to neil.harrison@heyrod.co.uk and must state; the employee's name, the name of the individual that provided the hospitality and the organisation they work for, a short description of the hospitality received and an estimate of the cost of the hospitality received.

8 Associated Persons

Heyrod will only contract with Associated Persons and engage with business partners who demonstrate at all times business integrity and who practice ethical conduct which meets the standards set out in this Policy and all applicable laws and regulations.

9 Compliance Monitoring

Compliance with this Policy by all relevant officers and employees and all Associated Persons will be reviewed periodically.

10 Obligation to report your concerns

If you have any concerns that anyone within Heyrod or an associated Person is offering, promising or paying bribes to anyone or requesting, agreeing to accept or receiving bribes, please raise them with a Director who will treat this matter as confidential.

11 Breaching the anti-bribery laws and this Policy

There are severe penalties for breach of the UK Bribery Act; being an unlimited fine and/or imprisonment for up to 10 years. As importantly, failure to comply with the new legislation will cause considerable damage to the good name and reputation of Heyrod.

Heyrod considers a breach of this Policy as a serious offence. Any violation will result in disciplinary action, up to and including dismissal of an individual in appropriate circumstances. The business relationship with Associated Persons who violate this Policy may also be terminated.

Heyrod officers and employees must therefore ensure that they are familiar with the content of this Policy and adhere to it at all times. If you have any questions as to the requirements or scope of this Policy, guidance should be sought from a Director.

Sponsored by: 

Paul Gillespie
Managing Director

Dated ...1st Oct 2019.....