

# Humanise Solutions Ltd Anti-Bribery Policy 2023

## 1. Introduction

- **Purpose:** Establish guidelines to prevent, detect, and respond to bribery and corruption.
- **Scope:** Applicable to all employees, contractors, and third parties associated with Humanise Solutions Ltd.

## 2. Policy Statement

- Commitment to ethical business conduct and zero tolerance towards bribery and corruption.
- Compliance with the UK Bribery Act 2010 and other relevant laws and regulations.

## 3. Definitions

- Clear definitions of key terms such as “bribery”, “corruption”, “public officials”, etc.

## 4. Principles

- **Prohibition of Bribery:** Ban on offering, promising, giving, accepting, or soliciting any form of bribe.
- **Gifts and Hospitality:** Guidelines on giving and receiving gifts or hospitality without the intent of influencing business decisions.

## 5. Responsibilities

- **Management:** Ensuring policy implementation and oversight.
- **Employees:** Adherence to the policy and reporting of any bribery or corruption incidents.
- **Reporting Mechanism:** Procedures for confidential and anonymous reporting of suspicious activities.

## 6. Risk Assessment

- Regular assessments to identify and mitigate bribery risks in business operations.

## 7. Training and Communication

- Regular training for all employees on anti-bribery regulations and policy.
- Clear communication of policy to all stakeholders, including suppliers and partners.

## 8. Record Keeping

- Maintenance of accurate financial records to evidence the business rationale for making payments and gifts.

## 9. Monitoring and Review

- Continuous monitoring and periodic review of the policy effectiveness.
- Implementing improvements based on regular audits and reviews.

## 10. Consequences of Breach

- Clear articulation of disciplinary actions and legal consequences for policy violations.