



# MARCHINGTONSTONE

## ANTI-BRIBERY POLICY

### Introduction

One of the Company's core values is to uphold responsible and fair business practices. We are committed to maintaining the highest level of ethical standards in all of our business activities and have a zero tolerance approach toward bribery and corruption. Our reputation for maintaining lawful business practices is of paramount importance and this Policy is designed to preserve these values.

The Bribery Act 2010 introduced laws to stop bribery and corruption. It was not designed to curtail legitimate and proportionate corporate hospitality which we recognise is an important device in establishing and maintaining good relationships.

### Purpose and scope of Policy

This Policy sets out the Company's position on any form of bribery and corruption and provides guidelines aimed at:

- ensuring compliance with anti-bribery laws, rules and regulations.
- enabling employees and persons associated with the Company to understand the risks associated with bribery and to encourage them to be vigilant and effectively recognise, prevent and report any wrongdoing, whether by themselves or others.
- providing suitable and secure reporting and communication channels and ensuring that any information that is reported is properly and effectively dealt with.
- creating and maintaining an effective framework for dealing with any suspected instances of bribery or corruption.

This Policy applies to all permanent and temporary employees of the Company. It also applies to any individual or corporate entity associated with the Company or who performs functions in relation to, or for and on behalf of, the Company. All employees and "associated persons" are expected to adhere to the principles set out in this Policy.

### Legal obligations

The UK legislation on which this Policy is based is the Bribery Act 2010 and it applies to the Company's conduct both in the UK and abroad (if applicable).

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is an offence in the UK to:

- offer, promise or give a financial or other advantage to another person (i.e. bribe a person), whether within the UK or abroad, with the intention of inducing or rewarding improper conduct
- request, agree to receive or accept a financial or other advantage (i.e. receive a bribe) for or in relation to improper conduct

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- bribe a foreign public official

You can be held personally liable for any such offence.

It is also an offence in the UK for an employee or an associated person to bribe another person in the course of doing business intending either to obtain or retain business, or to obtain or retain an advantage in the conduct of business, for the Company. The Company can be liable for this offence where it has failed to prevent such bribery by associated persons. As well as an unlimited fine, it could suffer substantial reputational damage.

### **Policy statement**

All employees and associated persons are required to:

- comply with any anti-bribery and anti-corruption legislation that applies in any jurisdiction in any part of the world in which they might be expected to conduct business
- act honestly, responsibly and with integrity
- safeguard and uphold the Company's core values by operating in an ethical, professional and lawful manner at all times.

Bribery of any kind is strictly prohibited. Under no circumstances should any provision be made, money set aside or accounts created for the purposes of facilitating the payment or receipt of a bribe.

If in doubt as to what might amount to bribery or what might constitute a breach of this Policy, refer the matter to the Company's Anti-Corruption Officers, David Marchington and Matthew Marchington.

For the Company's rules and procedures in relation to the receipt of business gifts from third parties and corporate hospitality offered to or received from third parties, please refer to the Company's Gifts and Hospitality Policy. They form part of the Company's zero tolerance policy towards bribery and they should be read in conjunction with this Policy.

### **Responsibilities and reporting procedure**

It is the contractual duty and responsibility of all employees and associated persons to take whatever reasonable steps are necessary to ensure compliance with this Policy and to prevent, detect and report any suspected bribery or corruption to David Marchington and Matthew Marchington (Anti-Corruption Officers and Joint Managing Directors).

You must immediately disclose to the Company any knowledge or suspicion you may have that you, or any other employee or associated person, has plans to offer, promise or give a bribe or to request, agree to receive or accept a bribe in connection with the business of the Company. For the avoidance of doubt, this includes reporting your own wrongdoing.

Confidentiality will be maintained during the investigation to the extent that this is practical and appropriate in the circumstances.

The Company will support anyone who raises genuine concerns in good faith under this Policy, even if they turn out to be mistaken. It is also committed to ensuring nobody suffers any detrimental treatment for refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or corruption offence has taken place or may take place in the future.

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## Record keeping

All accounts, receipts, invoices and other documents and records relating to dealings with third parties must be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off the record" to facilitate or conceal improper payments.

## Sanctions for breach

A breach of any of the provisions of this Policy will constitute a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure as detailed in the Staff Handbook. Depending on the gravity of the offence, it may be treated as gross misconduct and could render the employee liable to summary dismissal.

As far as associated persons are concerned, a breach of this Policy could lead to the suspension or termination of any relevant contract, sub-contract or other agreement.

## Monitoring compliance

The Company's Anti-Corruption Officers have lead responsibility for ensuring compliance with this Policy and will review its contents on a regular basis. They will be responsible for monitoring its effectiveness and will provide regular reports in this regard to the other Directors of the Company who have overall responsibility for ensuring this Policy complies with the Company's legal and ethical obligations.

## Training

The Company will provide training to all relevant employees, identified as part of our risk assessment to help them understand their duties and responsibilities under this Policy.

All interested parties can obtain a copy of this Anti Bribery Policy from our company website [www.marchington-stone.co.uk](http://www.marchington-stone.co.uk)

Approved By:

David Marchington  
Joint Managing Director

Matthew Marchington  
Joint Managing Director

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