The Ex Zone Ltd



Unit 22 Lyon Road Hersham Surrey KT12 3PU

Tel +44 (0) 845 271 4141 Fax +44 (0) 845 271 4142 Email sales@theexzone.com Web www.theexzone.com

ANTI-BRIBERY POLICY

1. Purpose

The purpose of this policy is to convey to all employees and interested parties of The Ex Zone the rules of the Company in relation to our unequivocal stance towards the eradication of bribery and our commitment to ensuring that The Ex Zone conducts its business in a fair, professional, and legal manner.

2. Definition

Corruption is the misuse of office or power for private gain. Bribery is a form of corruption which means in the course of business giving or receiving money, gifts, meals, entertainment or anything else of value as an inducement to a person to do something which is dishonest or illegal.

Bribery is a criminal offence. The Company prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us, and we have a zero-tolerance attitude towards corrupt activities of any kind, whether committed by The Ex Zone employees or by third parties acting for or on behalf of The Ex Zone.

It is a criminal offence to:

- · offer a bribe
- accept a bribe
- bribe a foreign official
- as a commercial organisation, to fail to prevent a bribe

You should be aware that if you are found guilty by a court of committing bribery, you could face up to 10 years in prison and/or an unlimited fine. The Company could also face prosecution and be liable to pay a fine.

3. Policy

3.1. It is prohibited, directly or indirectly, to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for the Company, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical. It is also prohibited to act in the above manner in order to influence an individual in his capacity as a foreign public official. You should not make a payment to a third party on behalf of a foreign public official.

3.2. Suspicion.

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to the Managing Director. You may be asked to give a written account of events.

4. Gifts and Hospitality

We realise that the giving and receiving of gifts and hospitality where nothing is expected in return helps form positive relationships with third parties where it is proportionate and properly recorded. This does not constitute bribery and consequently such actions are not considered a breach of this policy.

Gifts include goods (flowers, vouchers, food, drink, event tickets when not used in a hosted business context); services or loans given or received as a mark of friendship or appreciation.

Hospitality includes entertaining; meals or event tickets (when used in a hosted business context) given or received to initiate or develop relations. Hospitality will become a gift if the host is not present.

No gift should be given, nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from the Managing Director. Similarly, no gift nor offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from the Managing Director.

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1. Record Keeping

A record will be made of every instance in which gifts or hospitality are given or received. As the law is constantly changing, this policy is subject to review and the Company reserves the right to amend this policy without prior notice.

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Antony Castiglione Managing Director

Date: 1 May 2024