



BRIBERY POLICY

Version 4

Revision Date: August 2020

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## 1. OVERVIEW

M.V. Kelly Limited is a civil engineering and building company specialising in infrastructure, groundworks and associated services. This policy applies to all persons working for or on behalf of M.V. Kelly Limited in any capacity. This includes but is not limited to all employees, associates and third parties working for M.V. Kelly Ltd.

The Company has a zero-tolerance policy towards bribery and corruption and is committed to acting fairly and with integrity in all our business dealings and relationships.

## 2. M.V. KELLY LTD APPROACH

We will -

- Ensure compliance with anti-bribery laws, rules and regulations.
- Equip employees and any persons associated with the Company with the information & training to understand the risks associated with bribery and encourage them to be vigilant and effectively recognise, prevent and report any wrongdoing, whether by themselves or others.
- Provide suitable and secure reporting and communication channels and ensure that information is properly and effectively dealt with.
- Create and maintain a vigorous framework for dealing with any suspected instances of corruption or bribery.

It is illegal to -

- Offer, promise or give a financial reward or other advantage (i.e. bribe a person) 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.
- Bribe a foreign public official.
- 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 (unlimited fine).

Employees, sub contractors, self employed persons or other 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.

As a commercial business we understand the need to uphold good relationships within the sector and individuals must apply knowledge, common sense and correct behavior when developing

good relationships with clients. Reasonable hospitality aimed at meeting, networking and improving relationships with customers is a normal part of business and we will not penalise this, hospitality will be proportionate and reasonable.

### 3. **REPORTING ACTION**

You must immediately disclose to your line manager or a Director any knowledge or suspicion you may have that you, or anyone working for or on behalf of M.V. Kelly Ltd in any capacity, 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. You may choose to refer to the Whistleblowing Policy.

Be vigilant and report any unlawful conduct, suspicions or concerns promptly. The company will act in confidence and support anyone who raises a genuine concern in good faith under this policy even if it turns out to be mistaken. Under no circumstances will the Company accept bribery (actual or attempted) hence there is no need for a transaction to have actually been completed.

Any breach of this policy by an employee will be dealt with in accordance with the Company's disciplinary procedure and may be considered an act of Gross Misconduct. For non-employees a breach of this policy could lead to the suspension or termination of any contract, subcontract or other agreement.

Bribery is a serious offence for which you can be held personally responsible. If found guilty there are severe penalties including imprisonment for a term not exceeding 12 months on summary conviction, or to a fine not exceeding the statutory maximum or to both. For conviction on indictment the penalty is imprisonment for a term not exceeding 10 years, or a fine or both.

### 4. **IMPLEMENTATION**

The Board of Directors has overall responsibility for ensuring that this policy complies with legal obligations and that employees and associates comply. In the event of any difficulty in implementing this policy, the matter should be referred to one of the Directors who will take immediate action.

This statement of company policy will be made available to all interested parties on request.

### 5. **SIGNATURE**

Signed on behalf of the Board of Directors;



Name & Position; Julie Kelly – Human Resources Director

Date; 4<sup>th</sup> August 2020