

John Gunn & Sons Ltd.
Anti-Bribery and Corruption Policy

Policy Statement

The John Gunn & Sons Ltd policy is to conduct all of our business in an honest and ethical manner. We take a zero tolerance approach to bribery and corruption and are committed to acting professional, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

John Gunn & Sons Ltd will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate, including the Bribery Act 2010, in respect of our conduct in the UK and in the unlikely event, regarding transactions with overseas companies or individuals.

The purpose of this policy is to:

- Set out our responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption; and
- Provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

Additional new legislation in the form of the Bribery Act 2010 means that bribery and corruption are currently punishable for individuals by up to ten years imprisonment and if we are found to have taken part in corruption we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. John Gunn & Sons Ltd therefore takes its legal responsibilities very seriously.

This Anti-Corruption and Bribery Policy should be read and applied in conjunction with other policies held by John Gunn & Sons Ltd.

Scope

This policy applies to all staff of John Gunn & Sons Ltd irrespective of their employment status, function, grade or location.

In this policy, third party means any individual or organisation John Gunn & Sons Ltd may come into contact with during the course of its activities, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, financiers, local and central government officials and public bodies, including their planning officers, building inspectors, representatives and other officials, politicians and political parties.

John Gunn & Sons Ltd zero tolerance approach to bribery and corruption will be communicated to all workers, third parties and business partners at the outset of our business relationship with them and as appropriate thereafter.

Definitions

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

It is not solely restricted to cash as illustrated by the following examples.

The appendix, Potential Risk Scenarios: “red flags”, provides examples of where there is a risk that the integrity of actions may be brought into question and therefore must be reported promptly to your manager for further consideration.

Gifts and Hospitality

This policy does not prohibit normal and appropriate hospitality (given and received) to, or from third parties.

The giving, or receipt of gifts, is not prohibited if the following requirements are met:

- It is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- It complies with the law;
- It is given in the name of John Gunn & Sons Ltd and not in your name;
- It does not include cash or a cash equivalent (such as gift certificates or vouchers).
- It is appropriate in the circumstances, for example, it is customary for small gifts to be given at Christmas time;
- Taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time.
- It is given openly, not secretly.
- Gifts should not be offered to, or accepted from, government/public sector officials or representatives, local councils or their representatives, or politicians or political parties, without the prior approval of John Gunn & Sons Managing Director.

We appreciate that the practices of giving small business gifts is normal and acceptable. The test to be applied, is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

What Is Not Acceptable?

It is not acceptable for you (or someone on your behalf) to:

- Give, promise to give, or offer, a payment gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given.
- Give, promise to give, or offer, a payment, gift or hospitality to a government official, civil servant, local councillor, agent or representative to “facilitate” or expedite a routine procedure.
- Accept payment from a third party if you know or suspect is offered with the expectation that it will obtain a business advantage for them.
- Accept a gift of hospitality from a third party that you know or suspect that it is offered or provided with an exception that a business advantage will be provided by us in return.
- Threatened or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy.
- Use cash as means to avoid recording a transaction
- Engage in any activity that might lead to a breach of this policy.

Facilitation Payments and Kickbacks

John Gunn & Sons Ltd does not make and will not accept facilitation payments or “kickbacks” of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official, civil servant or local councillor or similar.

Kickbacks are typically payments made in return for a business favour or advantage. All workers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by John Gunn & Sons Ltd

Donations

John Gunn & Sons Ltd does not make contributions to political parties. The company will only make charitable donations that are legal and ethical under local laws and practices.

Your Responsibility

- You must ensure that you read, understand and comply with this policy.
- The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us, or under our control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.
- You must notify the Managing Director as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.
For example, if a customer or potential customer offers you something to gain a business advantage with us, or indicates to you that a gift or payment is required to secure their business.
- Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers, if they breach this policy.

Company Responsibility

John Gunn & Sons Ltd Directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

How to Raise a Concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised initially with the Managing Director.

What to Do If You Are a Victim of Bribery or Corruption

It is important that you tell the Managing Director as soon as possible, if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

Equality & Diversity

Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. John Gunn & Sons Ltd encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

We are committed to ensure no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Managing Director immediately.

Monitoring & Review

John Gunn & Sons Ltd will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular review to provide assurance that they are effective in countering bribery and corruption.

All workers are responsible for the success of this policy and should ensure they use it to disclose any suspected risk, or wrongdoing.

Workers are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Managing Director.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

This policy will undergo a periodic review to ensure the policy remains fit for purpose and that any changes in legislation are considered and incorporated.



Ian Gunn
Managing Director
John Gunn & Sons Ltd.

Responsibility for John Gunn & Sons Ltd.

Signed: 1st April 2022

Appendix Potential Risk Scenarios: “Red Flags”

The following list provides examples of where there is a risk that the integrity of actions may be brought into question and therefore must be reported promptly to your manager for further consideration.

Should any of the following scenarios arise during the course of you working for John Gunn & Sons Ltd, there may be a question in respect of various anti-bribery and anti-corruption laws.

This list is not intended to be exhaustive and is for illustrative purposes only. Nor is it meant to preclude any routine, bona fide business arrangement which follows the agreed processes within John Gunn & Sons Ltd

However, to ensure that the highest level of integrity is adhered to within the company, should you encounter any of these red flags while working of us, you must report them promptly to the Managing Director.

- You become aware that a third party engages in, or has been accused of engaging in, improper business practises.
- You learn that a third party has a reputation for paying bribes, or requiring that bribes are paid to them, or has a reputation for having “a special relationship” with government or local council officials.
- A third party insists on receiving a commission or fee payment before committing to sign up to a contract with us, or carrying out a government function or process for us.
- A third party requests payment in cash and/or refuses/fails to sign a formal commission or fee agreement, or to provide an invoice or receipt for a payment made.
- A third party request an unexpected additional fee or commission to “facilitate” a service.
- A third party demands lavish entertainment or gifts before commencing or continuing contractual negotiations or provision of services.
- A third party requests that a payment is made to “overlook” potential legal violations.
- A third party requests that you provide employment, or some other advantage to a friend or relative, making it clear that in return, they expect you to use your influence within the company to their advantage.
- You receive an invoice from a third party that appears to be non-standard or customised.
- A third party insists on the use of side letters or refuses to put terms agreed in writing, deviating from normal business practice.
- You notice that we have been invoiced for commission or fee payment that appears large given the service stated to have been provided.
- A third party requests or requires the use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or know to us.
- You are offered an unusually generous gift or offered a lavish hospitality by a third party.
- A third party insists on always meeting at a location that is not their usual business location, does not want to communicate by their company email or landline telephone.