

ANTI-BRIBERY POLICY

WHO IS COVERED BY THIS POLICY?

This Policy applies to all directors and employees of EDP regardless of location of employment or project including:

- Employees
- Contractors
- Trainees, apprentices and interns
- Agents
- Agency and temporary staff

In addition, we expect this Policy or similar standards of conduct to be adhered to by anyone else associated with EDP Consulting Ltd, who perform services for us or on our behalf. This includes those we enter into joint ventures with or with whom we collaborate on projects or service provision for our clients.

BRIBERY - WHAT IS THE LAW?

The Bribery Act 2010 came into force on 1st July 2011 and sets out the law on corruption offences. The offences under the Bribery Act are extensive in scope, broadly defined and also allow for offences committed anywhere in the world to be prosecuted in UK courts.

The Bribery Act includes a new offence of failure of commercial organisations to prevent bribery. This offence is designed to make companies that carry on business in any part of the UK responsible for bribery on their behalf, wherever in the world such bribery takes place. EDP Consulting Ltd therefore has a legal responsibility under the Act to prevent bribery by any employees or any third parties on its behalf. As a business, this Policy is part of a package of measures we have adopted to protect the company and its employees from the risk of corrupt activity by ourselves or by third parties on our behalf.

Penalties:

The Bribery Act has serious consequences for anyone guilty of bribery.

For individuals, a maximum prison sentence of 10 years and/or an unlimited fine can be imposed;

For companies, an unlimited fine can be imposed and disbarment from public contracts.

Under The Proceeds of Crime Act 2002 (any gain from bribery being treated as the proceeds of a crime) penalties include :

- Confiscation of company or personal assets, where these are found to be the proceeds of criminal activity and
- Unlimited fines for individuals or companies and
- Maximum prison sentence for individuals of 14 years.

These penalties under The Proceeds of Crime Act apply equally to anyone who is involved in assisting with the concealment or retention of any proceeds of crime. This could apply to those who deal with the revenues generated by a contract knowing that someone else obtained that contract by bribery.

OFFENCES UNDER THE BRIBERY ACT

The Bribery Act contains four main offences:

- Paying or offering bribes
- Receiving or requesting bribes
- Bribery of a foreign public official
- Failure to prevent bribery

And can apply to both individuals employed by EDP and to EDP Consulting Ltd.

In addition, if anyone at senior management level “consents or connives” in an act of bribery can be personally prosecuted and face the same penalties as a person who carried out the bribe.

As a reference guide, we set out below explanations of each of these offences.

All employees must comply with the applicable law in this area, including the Bribery Act, and should report to a director of EDP Consulting Ltd any suspicion that others, whether employed by EDP Consulting Ltd or not, have failed to comply.

Paying or offering bribes

It is an offence if you offer, promise or give a financial or other advantage with the intention of inducing another person to “perform a function or activity improperly” *or to reward that person for doing so. It is also an offence if you know or believe that acceptance of the advantage by another is in itself an improper performance of their function or activity.

Receiving or requesting bribes

It is an offence if you request, or agree to accept, or receive a financial or other advantage intending that a “function or activity should be performed improperly”* as a result.

* Improper performance means: Performance that is contrary to an expectation of good faith and/impartiality or performance that is contrary to any expectation arising from a position of trust placed on the performer performing it.

Bribery of a foreign public official

It is an offence if you offer or give a financial or other advantage to a foreign public official with the intention of influencing the foreign public official in order to obtain or retain business or a business advantage. This is a low threshold for the offence to be committed as it does not require an intention that the official exercises his role improperly; it is sufficient that the offer is made to influence and to obtain or retain business or a business advantage.

There is a very limited exception where the foreign official is permitted or required by written law to be influenced in this way.

Failure to prevent bribery

The Bribery Act covers both our own activity and that of third parties providing services for or on behalf of us (called “associated persons”). This is a wide category of people for whose acts we have a potential liability. It does not matter in what capacity they act for us. Associated persons include all employees of our Company and others outside of our organisation.

It is an offence by EDP if we fail to prevent bribery by an associated person. However there is a defence in any prosecution if we show that we had “adequate procedures” in place to prevent bribery and the person has got around those procedures. This Policy is one part of EDP’s programme of anti-corruption measures designed to prevent bribery by anyone associated with the Company.

ENTERTAINMENT, HOSPITALITY, GIFTS AND CHARITABLE DONATIONS POLICY

Employees of EDP Consulting Ltd shall not, either directly or indirectly:

- Solicit any gift or hospitality in the course of his/her employment
- Offer or give to, or receive from, any Connected Person any of the following:
 - Personal or corporate gift in excess of a value of £50;
 - Entertainment or hospitality in excess of value of £100 without prior approval from a Director
 - Offer, give, or receive any gift or hospitality which is in breach of the applicable law or in respect of which it is otherwise wrong for the recipient to receive under the rules of the recipient's employer. Consequently, the law must be checked before any gift or hospitality is offered, given or received.
 - If no proof of validity is provided, politely decline to make a payment and explain you cannot make the payment because of company policy and anti-bribery laws. If possible ask to see the official’s supervisor.
 - Make a full note of the request, the circumstances and the parties involved
 - At all times remain calm, respectful and polite

WHISTLEBLOWING AND REPORTING CONCERNS

Supporting our 'zero-tolerance' policy towards anti-corruption means we expect all employees to take compliance in this area seriously and encourage others to do the same.

We encourage all employees to report any concerns about corruption or fraud that they encounter and make sure that suspicious behaviour does not go unchallenged. It is better to voice your concerns, however minor they seem, than stay silent.

A deliberate failure to speak up when there was clear evidence of corruption or fraud by others can itself lead to disciplinary action. Failure to report concerns can result in prohibited activity damaging our business

All employees can be assured that reporting of any concerns will be handled sensitively.

You should report any incidents involving the following:

- Any dishonest or fraudulent acts;
- Any attempt to give or request a bribe;
- Forgery or alteration of documents or accounts;
- Stealing, concealing or otherwise manipulating funds, supplies or other assets;
- Inappropriate handling, recording or reporting of financial transactions;
- Inaccurate or fraudulent invoices
- Allegations involving the integrity of our suppliers or anyone providing services for us
- Requests for payments or deals to be 'off the record';
- Profiting from an official position; or
- Theft or misuse of property, facilities or services.

How to report?

All concerns should be reported directly to a Director of EDP Consulting Ltd

Signed:



Name:

D G Walker , Director

Date:

1st September 2016 (valid to 31 August 2017)