

## *Anti-Bribery Policy*

### *Introduction:*

*Hard Anodising Surface Treatments Limited is committed to maintaining the highest standards of business ethics and integrity. This Anti-Bribery Policy outlines our stance against bribery and corrupt practices and provides guidelines for our employees, clients, partners, and stakeholders to ensure compliance with anti-bribery laws and regulations.*

### *Policy Statement:*

- **Zero Tolerance:** *We have a zero-tolerance approach to bribery and corrupt practices in all our operations and dealings. We prohibit giving, offering, requesting, or receiving bribes, kickbacks, facilitation payments, or any undue advantage.*
- **Applicability:** *This policy applies to all employees, contractors, consultants, agents, partners, suppliers, and anyone associated with Hard Anodising Surface Treatments Limited.*

### *Key Principles:*

- **Prohibition:** *We prohibit the offering, giving, soliciting, or receiving of any form of bribe, whether direct or indirect, to obtain or retain business or gain any improper advantage.*
- **Gifts and Hospitality:** *While legitimate gifts, entertainment, and hospitality are acceptable in the context of business relationships, they must not create an obligation or influence decision-making. Any gifts or hospitality must be modest, appropriate, transparent, and compliant with local laws.*

- **Third Parties:** We take measures to prevent bribery by third parties acting on our behalf. We conduct thorough due diligence on partners, suppliers, agents, and other intermediaries.
- **Political Contributions:** We do not make political contributions or donations that could be interpreted as an attempt to gain a business advantage improperly.

#### **Responsibilities:**

- **Employees:** All employees are responsible for understanding and adhering to this policy. Any employee who suspects or witnesses a breach of this policy must report it promptly.
- **Management:** Management is responsible for implementing and promoting this policy, providing guidance, and ensuring its effectiveness. They must also promptly address reported concerns.

#### **Consequences of Non-Compliance:**

Non-compliance with this Anti-Bribery Policy can lead to disciplinary action, including termination of employment, contract termination, legal action, and damage to the reputation of the company.

#### **Reporting Concerns:**

We encourage employees, clients, partners, and stakeholders to report any concerns related to bribery, corruption, or violations of this policy through the appropriate channels without fear of retaliation.

#### **Conclusion:**

Hard Anodising Surface Treatments Limited is committed to upholding ethical business practices and conducting its operations with honesty, transparency, and integrity. This Anti-Bribery Policy demonstrates our dedication to preventing bribery and corruption and maintaining the trust of our employees, clients, partners, and the communities we serve.



Director