



BRADLEY DEMOLITION

Anti Bribery Policy

Bribery is the accepting of gifts, money, hospitality or other favours in return for providing something of value to the briber. The purpose of this policy is to set out the Bradley Demolition LTD rules that must be adhered in order to ensure that no bribery occurs within the company.

Unacceptable behaviour

The following behaviour is unacceptable, and must not occur in this Company

Accepting any financial or other reward from any person in return for providing some favour.
Requesting a financial or other reward from any person in return for providing some favour .
Offering any financial or other reward from any person in return for providing some favour.

Business gifts

From time to time, customers, suppliers or other persons might offer a gift to an employee. This could be a small item, or something of considerable value. All gifts, however small, must be reported to the head of department and recorded. No gifts with a value of more than One Hundred Pounds may be accepted. If a gift is offered and then refused because of its value, this must be reported to a director.

Hospitality

From time to time, customers, suppliers or other persons might invite an employee to a hospitality event. All such invitations must be reported to the directors.

Permission must be given by your immediate manager before an employee accepts any invitation.

Offering gifts and hospitality

It is this organisation's custom to offer small gifts to customers, suppliers and other persons. If a gift is authorised by the directors, the employee is entitled to give it to the appropriate individuals. A record must be kept of all gifts. This organisation occasionally runs hospitality events, primarily aimed at thanking customers and suppliers for their custom and loyalty. An employee must not organise any additional hospitality event without seeking authority from a director.

Responsibilities of immediate managers

Immediate managers are responsible for keeping a record of all gifts and hospitality that are offered and/or received by employees working in their department's area of responsibility. If immediate managers are concerned about any actions, they should contact a director immediately for advice.

Immediate managers are also responsible for ensuring that all their employees are aware of this policy, and fully understand the rules in relation to the acceptance of gifts and hospitality.

Expenses

Immediate managers must authorise all expense claims from their employees. They are also expected to check and sign all expense claims from their employees against receipts. Any items of expenditure that give rise to concern should be fully investigated.

Attempts to bribe

Any employee who is concerned that he or she is potentially being bribed should report this matter to his or her immediate manager.

Donations to organisations

The organisation makes regular donations to charity. These are managed by the Board. No employee should make donations to a charity without approval of the Board.

No donations should be made to charities, political parties or other organisations with the intention of gaining a business advantage.

Disciplinary action

Any employee found to have offered or accepted a bribe will face disciplinary action which could include dismissal for gross misconduct.

Raising concerns

If an employee is concerned that acts of bribery are occurring in the organisation, they should inform their head of department in the first instance. If this course of action is inappropriate, the employee should inform another senior manager.



Signed:
Andrew Hill - Director
Date: 07/12/2022