

## **Our Commitment**

Flexiteek International Ltd is committed to conducting business fairly, honestly and transparently in all markets where we operate.

We maintain a zero-tolerance approach to bribery and corruption and are committed to complying with all applicable anti-bribery and anti-corruption laws and regulations. We believe that ethical business practices are fundamental to maintaining the trust of our customers, suppliers, business partners and other stakeholders.

## **Scope**

This policy reflects the standards expected throughout our business operations and applies to all activities carried out by Flexiteek International Ltd and those acting on our behalf.

## **Our Approach to Bribery and Corruption**

Bribery is the offering, promising, giving, requesting or accepting of any financial or other advantage intended to influence a decision, secure improper business benefits, or gain an unfair advantage.

Flexiteek International Ltd prohibits all forms of bribery and corruption. This includes:

- offering, giving or authorising payments, gifts, hospitality or other benefits in exchange for business advantages or preferential treatment;
- accepting payments, gifts, hospitality or other benefits that could improperly influence business decisions;
- making facilitation payments or unofficial payments to government officials or other parties to expedite routine procedures;
- engaging in any activity that could create the appearance of improper influence or misconduct.

We also support a culture where concerns can be raised without fear of retaliation.

### Gifts and hospitality.

We recognise that reasonable and proportionate gifts and hospitality can play a legitimate role in building and maintaining business relationships.

Any gifts or hospitality offered or accepted must:

- be lawful and appropriate;
- be reasonable in value and frequency;
- have a clear and legitimate business purpose;
- not be intended to influence, or appear to influence, business decisions;
- never consist of cash or cash equivalents.

Promotional items of modest value may be exchanged where appropriate and in accordance with applicable laws and business standards.

### Record Keeping and Transparency.

We are committed to maintaining accurate and complete business records.

All transactions, expenses, invoices and financial records must be recorded accurately and transparently. We do not permit undisclosed accounts, inaccurate record keeping, or any practice intended to conceal improper payments or activities.

### Raising Concerns

Flexiteek International Ltd encourages anyone who becomes aware of, or suspects, potential bribery, corruption or unethical conduct relating to our business to raise their concerns promptly.

Reports will be treated seriously and investigated appropriately. We are committed to fostering an environment where concerns can be raised in good faith without fear of retaliation.

## Review

This policy is reviewed periodically to ensure it remains effective and reflects legal, regulatory and business developments.

<b>Policy Title:</b>	Anti-Corruption and Bribery Policy	<b>Created by:</b>	JD	<b>Date Created:</b>	Nov 2022
<b>Version No</b>	<b>Modified by</b>	<b>Modifications made</b>			<b>Date Modified</b>
1	JD	Document Created			1/11/2022
2	JD	Change of Company name			31/10/2023