

Anti-Bribery Policy

Document Title: Definitions and Key Terms Version: 1.0 Date: June 2024

1. Introduction

This section outlines the key terms and definitions used in the Anti-Bribery Policy to ensure clarity and consistency in interpretation and implementation.

2. Definitions and Key Terms

Bribery

Offering, giving, receiving, or soliciting anything of value to improperly influence the actions of another individual or entity.

Corruption

Abuse of entrusted power for private gain, including but not limited to bribery, facilitation payments, and nepotism.

Facilitation Payments

Small, unofficial payments made to expedite routine government actions or procedures.

Third Party

Any individual or organization that is not an employee of the company but acts on its behalf, such as agents, intermediaries, consultants, contractors, and business partners.

Gift and Hospitality

Any item of value or advantageous treatment, including meals, entertainment, travel, or accommodation, offered or received in the course of business.

Conflict of Interest

A situation where personal interests could improperly influence professional judgment or actions.

Policy

The Anti-Bribery Policy established by [Company Name], including all related processes and obligations.

3. Important Notes

- Definitions should be reviewed and updated regularly to maintain relevance and accuracy.
- All team members and third parties must familiarize themselves with these definitions to ensure compliance.
- This document forms part of the broader Anti-Bribery Policy and should be read together with other policy documents.
- Any questions or requests for clarification regarding these terms should be directed to the Compliance Officer.