

Purpose and Scope Document

Anti-Bribery Policy

1. Purpose

The purpose of this document is to define the objectives of the Anti-Bribery Policy and present the guiding principles aimed at preventing bribery and corruption within or related to our organization. This policy underscores our commitment to ethical conduct and compliance with applicable anti-bribery laws and regulations.

2. Scope

This Anti-Bribery Policy applies to all employees, officers, directors, agents, contractors, suppliers, and other third parties acting on behalf of the organization. The scope covers all business activities and operations in all countries where the organization conducts business, including but not limited to commercial transactions, partnerships, and government interactions.

3. Key Provisions

- Prohibits offering, giving, soliciting, or receiving any bribe, whether directly or indirectly, in any form.
- Requires compliance with all local, national, and international anti-bribery laws where the organization operates.
- Establishes procedures for reporting suspected bribery or corruption securely and confidentially.
- Mandates training and awareness on anti-bribery issues for relevant personnel.

4. Roles and Responsibilities

All personnel must ensure adherence to this policy in their daily activities. Management has the responsibility to enforce, monitor, and periodically review the effectiveness of the policy, ensuring continual improvement and compliance.

5. Policy Review

This document will be reviewed regularly and updated as necessary to reflect changes in laws, regulations, or organizational activities.

Important Notes:

- The Purpose and Scope Document should align with the overall Anti-Bribery Policy and relevant legal requirements.
- Clear definitions of roles and responsibilities help ensure accountability and enforcement.
- Regular reviews and updates are essential to keep the document effective and compliant.
- Training and communication are key to successful policy implementation.
- Confidential reporting mechanisms encourage openness and protect whistleblowers.