

Bribery & Facilitation Payments

Bribery

- ❖ Bribery is Offering, Promising or Giving, as well as demanding or accepting of any undue advantage, whether directly or indirectly, to or from:
 - A Public Official
 - A Political candidate, party or official, or
 - Any Private sector employee (Including a person who directs or works for a private sector enterprise in any capacity)

Facilitation Payment

- ❖ Facilitation Payments are paid to receive preferential treatment for something that the payment receiver is otherwise still required to do

Policy

- ❖ Prevent Bribery & Facilitation Payments to gain any unfair business advantage

Legal

- ❖ The Dutch Criminal Code Art 328 for Bribing a Private Employee & Art 177, 362 & 363 for Public Official
- ❖ Fines and Imprisonment

Control of Bribery & facilitation Payment

1. The company prohibits involvement in bribery in any form
2. No bribes or facilitation payments shall be offered, accepted or countenanced
3. No bribes, gifts in kind, hospitality, expenses or promises shall be given to get any unfair business advantage
4. No bribes shall be given to wrongly influence the Government decision making process or to improve business
5. The company does not give or receive high value gifts
6. All cash accounts shall be annually audited as per the regulatory requirements

Risk of Bribery

1. The Netherlands is a low bribery risk country, but the areas where a risk of Bribery exists shall be identified in the Business Risk Assessment
2. Appropriate controls are identified in the risk assessment to prevent such a risk from happening
3. All employees are aware that the company has established a policy & prevention of bribery is part of it.
4. No employee shall face adverse consequences in case he / she refuses to participate in Bribery or Facilitation Payment

Responsibilities of Employees

1. All employees are encouraged to report instances of attempted bribery – offered or asked for

2. The company supports Prevention of Bribery, and no employee shall be penalised in any way for refusing to pay a bribe or facilitation payment
3. All cash expenses shall be maintained in a cash book, and these shall be audited annually by the auditors

Gift Policy

1. The company does not give any Gifts to improve the Business
2. Gifts shall not be of high value
3. Small gifts may be given in festive seasons. Value up to € 100
4. These are recorded in the Give Aways
5. Employees receiving any gifts must inform the management