

Anti-Bribery Policy

Introduction

Energy & Utility Skills Group is committed to ensuring compliance with the Bribery Act 2010 and the highest levels of ethical standards in the way it conducts business. This policy sets out the company's anti bribery stance and it is mandatory that all 'relevant persons' involved in action on behalf of the company including employees, contractors and suppliers comply with the policy requirements.

Prohibited Conduct

Under the Bribery Act, a person is guilty of bribing another person if they offer, promise or give a financial or other advantage to another person **and**

- the intent of that advantage is to induce a person to perform improperly a relevant function or activity **OR**
- to reward a person for the improper performance of such a function or activity **OR**
- they know or believe the acceptance of the advantage would itself constitute the improper performance of a relevant function or activity.

A person is guilty of accepting a bribe in the same circumstances if they are on the other end of the transaction.

It is a criminal offence for any individual to be involved in bribery and such an act can be punishable by a sentence of up to 10 years in prison and/or an unlimited fine.

The company takes a zero approach to bribery and corruption and prohibits the offering, giving, soliciting or accepting of any advantage or inducements in order to gain any commercial, contractual, regulatory or personal advantage.

This prohibited conduct covers any dealings with private individuals, companies, private or public sector organisations or governmental bodies, whether such individuals or entities are in or outside the UK.

The company expects all colleagues to act fairly and with integrity in the way they conduct business. Any breach of this policy will be taken very seriously and may potentially be deemed as gross misconduct, resulting in dismissal.

Gifts, Promotional Activity and Hospitality

Small gifts, promotional activity and normal hospitality are not prohibited by this policy. However, any such gifts, promotional activity and or hospitality offered, given or received must be proportionate and reasonable in relation to the business activities in question. In addition, the way in which any such

items are offered should not be such to give the impression that they are acting as a bribe or being accepted as such.

Any gifts, promotional activity and or hospitality or the levels of such must be approved by your Director, who will record this in the gifts and hospitality register.

If you are offered or receive any gift from a client or supplier or third party, then if its value is in excess of £20 you should not accept the gift.

If you are offered excessive hospitality, then this should not be accepted.

Where any gift is offered or received or excessive hospitality is offered this must be reported immediately to your manager.

Through our fundraising activities, the company will from time to time make charitable donations and will make acceptable charitable donations where appropriate and approved by a Director. The company will in no circumstance make donations to political parties.

Record Keeping

All relevant colleagues must provide accurate and appropriate financial records including records of any transactions with third parties. These must be provided to their Manager who is responsible for including these in the central gifts and hospitality register. This register will be maintained and regularly audited.

All expense claims relating to hospitality, gifts, etc must be accurately documented, with an explanation for the expense incurred, supported by receipts and submitted in accordance with the expenses policy.

Concerns

If you have any concerns or suspicions that this policy is being breached or maybe breached by anyone, or that you are being required to act improperly or are being offered a bribe then you should raise this as early as possible with a member of the HR or Senior Leadership Team who will escalate the concerns as necessary. We will treat any genuine concerns in good faith.

Communication

This policy will be communicated to all colleagues and will feature in the induction process. It will also be brought to the attention of any other 'relevant persons' who act on behalf of the company. Appropriate training will be provided as required.

Those dealing with third parties should ensure this policy is appropriately communicated to such third parties as required.

Due Diligence and Risk Assessment

While all colleagues should be alert to the danger of bribery, those involved in purchasing services / products and or in securing contracts or business with third parties need to examine the risk of bribery and exercise due diligence when entering into any new business relationships.

The Directors will also examine any such risk and or exercise due diligence to protect against bribery when making strategic decisions about new business areas.

Responsibility

The Directors are responsible for ensuring this policy complies with our legal obligations and are committed to ensuring this policy is effective.

All colleagues are responsible for ensuring they comply with is policy.

Monitoring

The Directors will monitor and review this policy on a regular basis and also when any change takes place that might place the company at any different level of bribery risk. The Directors will ensure in such circumstances appropriate steps are taken to minimise any such risk. This policy may be amended at any time.

Schedule 1 – ‘Red Flags’

The following is a list of possible red flags that may arise during the course of working for or with Energy & Utility Skills and which may raise concerns under anti bribery and anticorruption laws. This list is not intended to be exhaustive and is for illustrative purposes only.

If you encounter any of these red flags while working for or with us, you must report them promptly to the Head of HR or another member of the Senior Leadership Team.

- a) You become aware that a third party engages in, or has been accused of engaging in improper business practices;
- b) You learn that a third party has a reputation for paying bribes, or requiring that bribes are paid to them, or has a reputation for having a ‘special relationship’ with foreign government officials;
- c) A third party insists on receiving a commission or fee payment before committing to sign up to a contract with or carrying out a function or process for us;
- d) A third party requests payment in cash and/or refuses to sign a form agreement, or to provide an invoice or receipt for a payment made;
- e) A third party requests that payment is made to a country or geographic location from where they conduct business;
- f) A third party requests an unexpected additional fee or commission to “facilitate” a service;
- g) A third party demands lavish entertainment or gifts before commencing or continuing contractual negotiations or the provision of services;
- h) A third party requests that a payment is made to “overlook” potential legal violations;
- i) A third party requests that you provide employment or some other advantage to a friend or relative in return for a business benefit;
- j) You receive an invoice from a third party that appears to be non-standard or customised;
- k) A third party refuses to put or accept terms agreed in writing