



GASFLO UTILITIES LTD

Anti-Bribery & Corruption Policy Statement

Introduction

Gasflo Utilities Limited values its reputation and is committed to maintaining the highest level of ethical standards in the conduct of its business affairs.

The actions and conduct of the company's employees as well as others acting on the company's behalf is key to maintaining these standards.

The purpose of this document is to set out the company's policy in relation to bribery and corruption.

The policy applies strictly to all employees, the directors, agents, consultants, contractors and to any other person or bodies associated with Gasflo Utilities Limited.

Understanding and recognising bribery and corruption

Acts of bribery or corruption are designed to influence an individual in the performance of their duty and incline them to act in a way that a reasonable person would consider to be dishonest in the circumstances.

Bribery can be defined as offering, promising, or giving financial (or other) advantage to another person with the intention of inducing or rewarding that person to act or for having acted in a way which a reasonable person would consider improper in the circumstances.

Corruption is any form of abuse of entrusted power for private gain and may include, but is not limited to, bribery.

Bribes are not always a matter of handing over cash. Gifts, hospitality, and entertainment can be bribes if they are intended to influence a decision.

Penalties

The Bribery Act 2010 came into force on 1st July 2011.

If the company is found to have taken part in the bribery or is found to lack adequate procedures to prevent bribery, it too could also face an unlimited fine.

A conviction for a bribery or corruption related offence would have severe reputational and/or financial consequences for the company.

A breach of our anti-bribery policy by an employee will be treated as grounds for disciplinary action, which may result in a finding of gross misconduct, and immediate dismissal. Employees and other individuals acting for Gasflo Utilities Ltd should note that bribery is a criminal offence that may result in up to 10 years' imprisonment and/or an unlimited fine for the individual and an unlimited fine for the organisation. Gasflo Utilities Ltd will report any such incidents to the authorities (police).

Gasflo Utilities Limited Policy

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Gasflo Utilities Limited will not tolerate bribery or corruption in any form.

The company prohibits the offering, giving, solicitation or the acceptance of any bribe or corrupt inducement, whether in cash or in any other form:

- *to or from* any person or company wherever located, whether a public official or public body, or a private person or company.
- *by* any individual employee, directors, agent, consultant, contractor or other person or body acting on the company's behalf.
- *in order* to gain any commercial, contractual, or regulatory advantage for the company in any way which is unethical or to gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

This policy is not intended to prohibit the following practices provided they are appropriate, proportionate and are properly recorded:

- normal hospitality, provided that it is authorised by the Managing Directors
- fast tracking a process which is available to all on the payment of a fee; and/or
- providing resources to assist a person or body to decide more efficiently, provided that it is for this purpose only.

It is not always a simple matter to determine whether a possible course of action is appropriate. If you are in any doubt as to whether a possible act might be in breach of this policy or the law, the matter should be referred to the Managing Directors.

If necessary, guidance should be sought from a legal practitioner or advisor.

The company will investigate thoroughly any actual or suspected breach of this policy, or the spirit of this policy.

Employees found to be in breach of this policy may be subject to disciplinary action which may ultimately result in their dismissal.

Key Risk Areas

Bribery can be a risk in many areas of the company. Below are key areas you should be aware of in particular:

Excessive gifts, entertainment, and hospitality: can be used to exert improper influence on decision makers. Gifts, entertainment, and hospitality are acceptable provided they fall within normal parameters and are authorised by the Managing Directors.

Facilitation payments: are used by businesses or individuals to secure or expedite the performance of a routine or necessary action to which the payer has an entitlement.

The company will not tolerate or excuse such payments being made.

Reciprocal agreements: any other form of 'quid pro quo' is never acceptable unless they are legitimate business arrangements which are properly documented and approved by management.

Improper payments to obtain new business, retain existing business or secure any improper advantage should never be accepted or made.

Actions by third parties for which the company may be held responsible: can include a range of people, i.e., agents, contractors, and consultants, acting on the company's behalf.

Appropriate due diligence should be undertaken before a third party is engaged.

Third parties should only be engaged where there is a clear business rationale for doing so, with an appropriate contract. Any payments to third parties should be properly authorised and recorded.

Record keeping can be exploited to conceal bribes or corrupt practices.

Gasflo Utilities Limited will ensure that robust controls are in place to ensure that records are accurate and transparent.

Employee responsibility and how to raise a concern

The prevention, detection and reporting of bribery or corruption is the responsibility of all employees throughout the company.

If any employee becomes aware of suspects that an activity or conduct which is proposed or has taken place is a bribe or corrupt, then that person has a duty to report this.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes.

Michael Smith

Managing Director

22nd July 2024