S.W.D. Ltd trading as S & D Services. Registration No 1686066. Unit 1, Westford, Chard Junction, Somerset. TA20 4QT
Tel 01460 221442 E-mail info@sanddservices.co.uk www.sanddservices.co.uk

COMPANY ANTI BRIBERY - CORRUPTION POLICY

It is prohibited, directly or indirectly, to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for the Company, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

It is also prohibited to act in the above manner in order to influence an individual in his capacity as a foreign public official. You should not make a payment to a third party on behalf of a foreign public official.

If you are offered a bribe, or a bribe is solicited from you, you should not agree to it unless your immediate safety is in jeopardy. You should immediately contact Steve Sampson MD or another Director so that action can be taken if considered necessary. You may be asked to give a written account of events.

If you, as an employee or person working on our behalf, suspect that an act of bribery, or attempted bribery, has taken place, even if you are not personally involved, you are expected to report this to Steve Sampson MD or another Director. You may be asked to give a written account of events.

Appropriate checks will be made before engaging with suppliers or other third parties of any kind to reduce the risk of our business partners breaching our anti-bribery rules.

The Company will ensure that all of its transactions, including any sponsorship or donations given to charity, are made transparently and legitimately.

The Company and its Board take any actual or suspected breach of this policy extremely seriously and will carry out a thorough investigation should any instances arise.

We will uphold laws relating to bribery and will take disciplinary action against any employee, or other relevant action against persons working on our behalf or in connection with us, should we find that an act of bribery, or attempted bribery, has taken place. This action may result in your dismissal if you are an employee, or the cessation of our arrangement with you if you are self-employed, an agency worker, contractor etc.

Staff are reminded of the Company's Whistleblowing Policy which is available upon request and is part of the Contract of Employment.

The effectiveness of our procedures will be checked against the six principals as set out in the UK Government's "Ministry of Justice" The Bribery Act 2010 Guidance and adjusted if required.

Steve Sampson
Managing Director



Instigated November 2015. Reviewed January 2025 - Next review January 2026