

## ANTI-BRIBERY POLICY

### **1. Purpose**

Superyacht Tenders and Toys Ltd 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 staff as well as others acting on the company's behalf are key to maintaining these standards.

The purpose of this Policy is to set out the company's policy in relation to bribery and corruption, to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations and to ensure that the Company's business is conducted in a socially responsible manner.

This policy applies to all employees, directors, agents, consultants, contractors and to any other people or bodies associated with Superyacht Tender and Toys Ltd.

### **2. 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 a 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.

### **3. Penalties**

Under The Bribery Act 2010, bribery by individuals is punishable by up to ten years' imprisonment and/or an unlimited fine. 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. The company therefore takes its legal responsibilities very seriously.

#### 4. Superyacht Tenders and Toys Ltd's Policy

Superyacht Tenders and Toys Ltd takes a zero tolerance approach to bribery or corruption in any form. It is the company's policy to conduct all business in an honest and ethical manner and it is committed to acting professionally, fairly and with integrity in all business dealings and relationships wherever the company operates and to implement and enforce effective systems to counter bribery.

Superyacht Tenders and Toys Ltd will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which it operates. However, the company remains bound by the laws of the UK, including the Bribery Act 2010, in respect of its conduct both at home and abroad.

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, director, 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 complies with the company's corporate entertainment policy;
- 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 make a decision more efficiently, provided that it is for this purpose only.

It may not always be 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 a Director.

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

#### 5. Key risk areas

Bribery can be a risk in many areas of the business. Below are the key areas to be aware of in particular:



# superyacht Tenders & Toys

**Excessive gifts, entertainment and hospitality:** can be used to exert improper influence on decision makers. Gifts, entertainment and hospitality are acceptable subject to the exclusions below:

Any gift or hospitality:

- which could be regarded as illegal or improper, or which violates the recipient's policies; or
- to any public employee or government officials or representatives, or politicians or political parties; or
- which exceeds £50 in value for each individual gift or £200 in value for each hospitality event (not to exceed a total value of £1000 in any financial year), unless approved in writing by a director.
- Employees may not accept any gift or hospitality from our business partners if: it exceeds £50 in value for each individual gift or £100 in value for each hospitality event (not to exceed a total of £1000 in any financial year), unless approved in writing by a director; or
- it is in cash; or
- there is any suggestion that a return favour will be expected or implied.

If it is not appropriate to decline the offer of a gift, the gift may be accepted, provided it is then declared to a director and donated to charity.

**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 as of right. The company will not tolerate or excuse such payments being made.

**Reciprocal agreements:** or any other form of 'quid pro quo' are 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. We must ensure that we have robust controls in place so that our records are accurate and transparent.

## 6. Record Keeping:

The company must keep financial records and have appropriate internal controls in place

which will evidence the business reason for making payments to third parties. All employees must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to a director's review.

All employees must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

## **7. Employee responsibility and how to raise a concern**

The prevention, detection and reporting of bribery or corruption is the responsibility of all employees and agents of the company. If an employee becomes aware or suspects that an activity or conduct which is proposed or has taken place is a bribe or corrupt, then they have a duty to report this.