



Anti-Bribery Policy

General Information

It is the policy of Aimrange North East Limited to conduct its organisational functions in a manner that does not place any employee, sub-contractor or other persons associated with the Company's work actions in a position where they may be construed as having given or accepted any form of bribe or carried out any act of bribery. (In this policy document the Company has defined 'bribe' or 'bribery' as the act of giving or receiving any promise of a financial reward or physical item(s) or the actual giving or receiving of a financial reward or physical item(s) to influence the decision making or actions for the benefit of the giver or receiver).

Company Actions

To ensure that employees do not carry out such actions or place themselves in a situation where such actions may become apparent all such persons / organisations will be informed of the Company's stance on the giving or receiving of financial rewards or physical gifts.

The Company does however accept that in certain circumstances gifts, entertainment or hospitality may be offered by the organisation to its clients or may be offered by clients of the Company to employees of the organisation for actions previously completed or carried out. The Company views the giving or receiving of small gift items, hospitality or entertainment (that is of a reasonable value and is not given or offered too excessively) as acceptable.

However, to ensure that all employees or sub-contractors associated with the Company who either offer or are offered gifts etc do not exceed values that are deemed 'reasonable' a Company Director must be informed of such actions at the earliest possible opportunity. The decision of the Company's Managing Director in all such matters will be final.

Should any such situations occur where any employee or sub-contractor of the Company is deemed to have given or accepted a bribe as defined by the Bribery Act, the Company (Aimrange North East Limited) will instigate an investigation and take appropriate action under its disciplinary procedure. All persons / organisations who may be subject to such actions will be treated in an equally and fair manner and no such persons / organisations will be treated in a manner that is prejudicial against them from the commencement of such actions.

Review

This Bribery Policy is reviewed annually or sooner by the Company's Managing Director to ensure it is appropriate to the needs of the organisation and is within the bounds of the Bribery Act.

Print Name DAVID BROWN

Signed _____ Date 04/01/2024

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