

	ETHICAL, FRAUD & MALPRACTICE			REF:	PL09		
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This policy is in line with “The Bribery Act” and is designed to set out to protect the companies operations, customers and employees from unethical and fraudulent activity.

Fraud is the deliberate action by a person, or allowing action to be taken by another, for the purpose of or intention of

- Obtaining money, assets or services
- Distorting business performance
- Causing loss to the company, suppliers or employees
- Accepting money, hospitality, gift, service, benefit in kind or other favours of significant value to or from a customer or other persons who may influence a customer, which could be construed as being or being intended to be a bribe
- Prejudicing the companies competitive position or reputation
- Money laundering
- Unauthorised release of company confidential information, confidential customer data and commercially sensitive information
- Avoidance of taxation
- Employing illegal immigrants, people working under assumed names or anyone unauthorized to work in the UK.

All persons employed by the company must adhere to the points laid out in this policy at all times.

Any suspicion of fraud or unethical behaviour should be reported to your line manager immediately.

Any employee suspected of fraud or unethical behaviour will be investigated as per company disciplinary procedures.

All the organization’s processes will be reviewed yearly against the requirements of the Bribery Act 2010.



Signed:Managing Director

Date: January 2024