



AYRSHIRE METALS LIMITED

ANTI-BRIBERY & CORRUPTION POLICY

1.0 Introduction

- 1.1 Ayrshire Metals Limited (the Company) is committed, as it has always been, to operating in an honest way and without the use of corrupt practices or acts of bribery to obtain an unfair advantage.
- 1.2 The Company could face unlimited fines if it fails to implement adequate procedures to prevent acts of bribery and corruption by those working for the Company or who act on its behalf, no matter where in the world the act takes place. Corrupt acts committed abroad, by the Company or business partners working on its behalf, may result in a UK prosecution. The Company therefore takes its legal responsibilities very seriously.
- 1.3 It is a criminal offence to offer, promise, give, request or accept a bribe. If found guilty, you can be punished by imprisonment and/or a fine.
- 1.4 Anyone who is employed in an area within the Company that has been identified as having a potentially higher risk will receive additional training and support in identifying and preventing corrupt practices.
- 1.5 This policy applies to all persons working for the Company or on its behalf in any capacity.

2.0 Responsibilities

- 2.1 The prevention, detection and reporting of bribery and other forms of corruption is the responsibility of all those working for the Company or under its control e.g. employees at all levels, directors, agency staff and all relevant business partners, such as agents, contractors, external consultants, etc.
- 2.2 Managers at all levels are responsible for ensuring that their reports understand and comply with this policy and are given adequate and regular training on it.

3.0 What is bribery and corruption?

- 3.1 Bribery is the offer, promise, giving, demanding or acceptance of any advantage as an inducement for an action which is illegal, unethical or a breach of trust. a) An advantage includes money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or anything else of value.
- 3.2 Bribery can be: a) a direct or indirect promise or offer of something of value. b) the offer or receipt of a kickback, fee, reward or other advantage.
- 3.3 Corruption is the misuse of power or position for private gain.
- 3.4 Acts of bribery or corruption are intended to influence an individual in the performance of their work to act dishonestly.



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3.5 Examples:

- a) **Offering a bribe** – you offer a potential customer tickets to a major sporting event but only if they do business with you. This is an offence as the offer is made to gain a commercial advantage.
- b) **Receiving a bribe** – a supplier gives your nephew a job but makes it clear that in return they expect you to use your influence in the Company to place a supply contract with them. It is an offence for the supplier to offer a bribe and it would be an offence for you to accept it.
- c) **Bribing a foreign official** – you arrange for the Company to pay a “facilitation” payment (“back-hander”) to a foreign official to speed up goods being cleared by customs. The offence is committed as soon as the offer is made.

4.0 Dos and Don'ts

4.1 You **MUST**:

- a) Be alert to the possibility of bribery.
- b) Avoid any activity that might lead to, or suggest, a breach of this policy.
- c) Talk to your manager if you are unsure about whether a particular act constitutes bribery or corruption.
- d) Raise any concerns or suspicions of bribery or corruption at the earliest possible stage.
- e) Report any acts, or potential acts, of bribery to your manager/supervisor in the first instance

4.2 You **MUST NOT**:

- a) Give, promise to give or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received.
- b) Reward any business advantage that you receive.
- c) Give or accept a gift or hospitality during any commercial negotiations or tender process, if it could be seen as intended to, or likely to, influence the outcome.
- d) Accept a payment, gift or hospitality from a third party that you know or suspect is offered with the expectation that we will provide a business advantage for them or someone else in return.
- e) Accept hospitality from a third party that is unduly lavish or extravagant under the circumstances.
- f) Offer a gift to or accept a gift from government officials or their representatives, politicians or political parties, without the prior approval of the Company's Managing Director.
- g) Retaliate against anyone who refuses to commit a bribery offence or who has raised concerns under this policy.
- h) Engage in any other activity that might lead to a breach of this policy.



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4.3 You **CAN**:

- a) Give or receive a business gift, hospitality or entertainment to/from an individual or organisation **but only** if it:
 - i. Is not made with the intention of influencing anyone to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage.
 - ii. Complies with applicable local laws.
 - iii. Is given in the Company's name, not in the giver's personal name.
 - iv. Does not include cash or a cash equivalent (such as gift vouchers).
 - v. Is of an appropriate and reasonable type and value and given at an appropriate time e.g. Xmas.
 - vi. Is given openly, not secretly.
 - vii. Is approved in advance by a director of the Company and any gift received goes into the Company pool.

4.4 The giving or receiving of low value promotional gifts e.g. branded stationery will usually be acceptable.

4.5 Any employee who breaches this policy will be dealt with in accordance with the Company's disciplinary procedure which could result in summary dismissal for gross misconduct.

4.6 The Company reserves the right to terminate its relationship with other individuals and organisations working on its behalf if they breach this policy.