



## **Anti-Bribery and Corruption Policy**

### 1. Policy overview

1.1 At The Lime Centre, we understand the importance of maintaining ethical standards and a trustworthy reputation in all our operations. This policy mandates that all business operations are conducted with honesty and in an ethical manner. We strictly enforce a zero-tolerance stance on bribery and corruption, upholding a commitment to professionalism, fairness, and integrity in all our business interactions and relationships.

1.2 This policy is applicable to everyone working for or representing us in any capacity. Any employee who violates this policy will be subject to disciplinary measures, potentially leading to their dismissal for gross misconduct. Policy breaches by third parties may result in contract termination and legal action.

### 2. Definitions

2.1 A bribe refers to any financial or other incentive or reward given for an action that is illegal, unethical, breaches trust, or is otherwise improper. All forms of bribery (including but not limited to money, gifts, discounts, benefits, solicitation, facilitation) are strictly prohibited.

### 3. Acceptable gifts and hospitality

3.1 Immoderate, excessive or extravagant gifts and/or hospitality, issued in return for advantageous or favourable treatment, are prohibited by this policy.

3.2 Reasonable and appropriate gifts and/or hospitality that are clearly offered for legitimate purposes (including but not limited to building and maintaining relationships and/or brand image, marketing our products and services) are not prohibited by this policy.

### 4. Employee responsibilities

4.1 All employees are required to act honestly, ethically, and with integrity in all business dealings, and where reasonable and appropriate gifts and/or hospitality given or received, a record must be kept.

4.2 Employees (and third parties) must report any concerns regarding bribery or corruption to their manager or Director. Reports will be thoroughly investigated, and handled with confidentiality to ensure there is no risk to the employee in such an event.

The Lime Centre is dedicated to maintaining the highest standards of ethical conduct. By adhering to this anti-bribery and corruption policy, we aim to uphold our commitment to integrity and foster a business environment free from corruption. This policy will be reviewed annually to ensure its relevance.

Name: Nigel Wright

Position: Company Director

Signature:

Date: 01/11/2023