

## Anti-Corruption and Bribery Policy

<b>Anti-Corruption and Bribery Policy</b>	Date: January 2020	Replaces: 04 October 2018
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The purpose of this policy is to provide guidance and set out our responsibilities in observing and upholding our policy on bribery and corruption; and provide information and guidance to our employees on how to recognise and deal with bribery and corruption issues in the workplace.

It is the Company’s policy to conduct all its business with transparency, integrity, and enforcing a zero-tolerance approach to bribery and corruption. The Company is committed to performing with honesty and acting professionally in all its business dealings and relationships.

Eligibility:

This policy is applicable to all employees.

Guiding Principles:

Bribery and corruption harm legitimate business activities and are serious criminal offences. For example, under the Act, bribery and corruption are punishable for individuals by up to ten years’ imprisonment.

Organisations which are subject to the Act and which have committed an offence under the Act could face an unlimited fine, be excluded from tendering for public contracts, and face damage to their reputation. We therefore take our legal responsibilities very seriously.

Definitions:

**The Company – Xperien (Pty) Ltd**

**A bribe** - Bribery is where a person offers, promises, gives or receives, demands or accepts a financial or other advantage to/from another person with the intention to bring about the improper performance by that other person of a relevant function or activity or to reward such improper performance.

**Corruption** - is defined broadly as “the abuse of power for personal gain” and bribery and fraud are aspects of corrupt practices.

Acts of bribery or corruption are intended to influence an individual in the performance of their work to act dishonestly and/or improperly.

The person being bribed is usually someone who can obtain, retain or direct business for example during a tender or contracting process or it may be through the handling of administrative tasks or customs matters.

A bribe can take many forms, for example, a direct or indirect promise or offer of something of

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value, the offer or receipt of a kickback, fee, reward or other advantage, the giving of aid, donations or voting designed to exert improper influence.

Roles and Responsibilities:

**The employee'**

- Ensure that he/she understands the provisions of this Policy and always adheres to it.
- Must notify your line manager as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future relating to you or any employee of the Company.

**The Company'**

- Does not tolerate any form of retaliation, harassment or intimidation of a whistle-blower by other as a result of raising concerns in good faith. All concerns will be investigated, and appropriate action taken.
- Will investigate all reports of bribery and corruption appropriately taking all the facts into consideration.

**'The Manager'** – to enforce the provisions of this Policy.

**'The HR Department'** – to conduct enquiries and take disciplinary action in cases where the provisions of this policy are not adhered to.

Procedure:

**GIFTS, ENTERTAINMENT AND HOSPITALITY**

This policy does not prohibit gifts, entertainment, hospitality or other promotional expenditures (given and received) to or from third parties which are proportionate, transparent, reasonable and for genuine purposes.

The giving or receipt of gifts is not prohibited if all the following requirements are met:

- (a) it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- (c) it is given in Xperien's name, not in an employee's name;
- (d) it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- (e) it is appropriate in the circumstances. For example, it is given as a ceremonial gift on a festival or at another special time (e.g. Christmas);

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- (f) considering the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- (g) it is given openly, not secretly; and

We appreciate that the practice of giving business gifts varies between cultures and regions and what may be normal and acceptable in one, may not be in another.

The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

All gifts and hospitality to a value of more than R 250.00 per event, per person (or of comparable value) accepted or offered by any employee should be reported to Line Managers/HR and entered on the register of gifts by the Company.

**CHARITABLE DONATIONS AND SPONSORSHIPS**

The Company may make charitable contributions and offer sponsorships for the purposes of socio-economic development, research, cultural and sporting activities, provided they are not for improper business purposes.

The Company will never offer or make any charitable contribution as an incentive or reward for obtaining or retaining business or for any improper purpose.

**IMPORT AND EXPORT OF GOODS AND SERVICES**

The Company complies with all legal requirements for the proper import and export of goods and service. The Company is always committed to trading lawfully, hence compliance with all trade regulations and restrictions imposed by recognised national and internal authorities.

All restrictive trade practices are strictly prohibited. As well as complying with all relevant laws, the Company must obtain all necessary licenses and permits to import and export goods, and in doing so, provide honest and accurate information to customs authorities.