

FUTURFORM

Anti-Bribery and Corruption Policy

1. Purpose

Futurform Limited is committed to conducting business in an honest and ethical manner. We have a zero-tolerance approach to bribery and corruption and are dedicated to acting professionally, fairly, and with integrity in all our dealings and relationships, wherever we operate.

2. Scope

This policy applies to all employees, directors, officers, contractors, consultants, agency staff, and any other third parties acting on behalf of Futurform Limited.

3. What is Bribery?

Bribery is offering, giving, receiving, or soliciting something of value as an inducement or reward for the improper performance of a function or activity. Bribes can take many forms, including:

- Cash payments
- Gifts or hospitality beyond what is reasonable and proportionate
- Favours, discounts, or other advantages

4. Our Policy

- **No bribes:** Employees and third parties must never offer, promise, give, request, or accept bribes in any form.
- **Gifts and hospitality:** Reasonable, proportionate, and transparent business hospitality may be acceptable. Lavish or inappropriate gifts and hospitality are strictly prohibited.
- **Facilitation payments:** These are illegal under UK law and are not permitted under any circumstances.
- **Third parties:** We expect all those acting on our behalf to uphold the same standards. Appropriate due diligence will be carried out when engaging third parties.
- **Charitable and political donations:** Contributions must never be made in an attempt to influence business decisions.

5. Responsibilities

- All staff are responsible for reading, understanding, and complying with this policy.
- Managers are responsible for ensuring the policy is communicated and followed within their teams.
- Employees must report any suspected bribery or corruption at the earliest opportunity. Reports can be made in confidence to a line manager or a director.

6. Consequences of Breach

FUTURFORM

Any employee who breaches this policy will face disciplinary action, which may include dismissal for gross misconduct. Breaches by third parties may result in the termination of contracts or business relationships.

7. Compliance with the Law

This policy reflects our obligations under the **UK Bribery Act 2010**. Bribery and corruption are criminal offences which can result in severe penalties for individuals and companies.

8. Commitment

Futurform Limited is committed to carrying out business fairly, honestly, and openly. We expect the same high standards from all of our partners, suppliers, and contractors.

Approved by:
Futurform Limited
August 2025