



## **BRIBERY**

Anchor Marine Services prohibits bribery and corruption, in all our dealings, with no exceptions. Bribery is the act of making any payment, of any value, to any party, in order to distort proper decision making, influence a decision, or encourage someone to secure an improper commercial advantage, or to enter into a dishonest relationship.

### **At all Times:**

- Exercise due diligence in selecting and engaging third parties.
- Communicate our anti-corruption requirements to all third parties.
- Ensure all expenditure is accurately recorded.
- Anticipate and plan for potential circumstances where corrupt practices may occur.
- Acknowledge the necessary compliance with anti-corruption laws, and how these may affect contract performance.
- Report any indication of improper or dishonest dealings, payments, requests for favour or advantageous treatment. Report this immediately and record the nature of the indication.

### **Do Not:**

- Offer anything of value to any person to obtain an actual or perceived improper advantage.
- Disclose personal relationships that may be perceived as altering the nature of proper dealings.
- Allow payments, kick-backs, incentives, or commissions for a service for which AMS is normally entitled.
- Do anything to encourage or facilitate a person, agent or representative of AMS to make an improper payment or offering.
- Establish any unrecorded pool of funds.

### **Be Aware:**

- Of agreeing to demands for any payment to facilitate services.
- Of paying a commission that is disproportionate to the service provided.
- Of any request for payment that appears suspicious or directed to any entity not directly related to immediate business.
- Of any background information, of any third party that may be engaged by AMS, where a suggestion of improper dealings or activities has been noted.