



Bardic Construction – Anti-Bribery and Corruption Policy

1. Policy Statement

Bardic Construction is committed to conducting business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly, and with integrity in all our business dealings and relationships.

2. Purpose

The purpose of this policy is to:

- Set out the responsibilities of Bardic Construction and its employees in observing and upholding our position on bribery and corruption.
- Provide information and guidance on how to recognise and deal with bribery and corruption issues.

3. Scope

This policy applies to all individuals working for or on behalf of Bardic Construction, including employees, subcontractors, agency workers, consultants, and any other third-party representatives.

4. What is Bribery?

Bribery is the offering, promising, giving, accepting, or soliciting of an advantage as an inducement for an action that is illegal, unethical, or a breach of trust. Examples include:

- Offering or receiving cash payments to secure work
- Giving or accepting lavish gifts or hospitality in exchange for favourable treatment
- Kickbacks or secret commissions

5. Our Commitments

Bardic Construction commits to:

- Never offering, giving, or accepting bribes or facilitation payments
- Ensuring all business dealings are transparent and auditable
- Training relevant staff on bribery prevention
- Investigating any suspected bribery or corruption

6. Responsibilities

- The Director is responsible for overseeing compliance with this policy.
- All staff must read, understand, and comply with this policy.
- Employees must report any suspicions of bribery to a manager or the Director immediately.

7. Gifts and Hospitality

Gifts or hospitality may only be accepted if they are:

- Reasonable and proportionate
- Not intended to influence a business decision
- Approved by a manager if valued over a nominal amount

Bardic Construction

8. Reporting Concerns

Employees are encouraged to report concerns about any issue or suspicion of bribery at the earliest possible stage. Reports will be treated confidentially and investigated appropriately.

9. Consequences of Breach

A breach of this policy may result in disciplinary action, including dismissal. It may also lead to criminal prosecution for individuals or the company.

10. Review of Policy

This policy will be reviewed annually and updated as necessary to reflect changes in legislation or business operations.

Staff Management Acknowledgement:

Name

Signature

Date

Review date: 5th February 2025

Next Review due: February 2026

Reviewed by: Richard Oliver