



A J MECHANICAL SERVICES LTD
Mechanical Building Services Solutions

ANTI CORRUPTION AND BIBERY POLICY



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Company Registration No. – 6177785





Revision Record Sheet

To ensure that this Anti-Corruption and Bribery Policy, remains current and sufficiently meets our business needs we ensure that it is reviewed at least annually either by ourselves or external by 'Logic Safety Solutions Ltd' (consultants). The policy will additionally be revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

The record below is evidence of these reviews and what (if any) changes have been made.

This record MUST be completed by any person conducting a review of the health and safety policy and then accepted by a senior member of A J Mechanical Ltd.

Issue number	Issue date	Description of Change	Approved by
01	6 th April 2017	First Issue v1 Policy	Tony Boyle
02	24 th August 2017	Template change	Tony Boyle
03	26 th August 2018	No change	Tony Boyle



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A J Mechanical Services Ltd

1. Introduction

The Company is committed to implementing and enforcing effective systems to counter bribery. Therefore, it is the Company's policy to conduct all aspects of its business in an honest and ethical manner at all times.

Under UK law (UK Bribery Act 2010), bribery and corruption is punishable for individuals by up to ten years imprisonment. If the Company is found to have taken part in the corruption or lacks adequate procedures to prevent Bribery, it could face an unlimited fine and be excluded from tendering for Government contracts.

Overall responsibility for policy implementation and review rests with the Company senior management. However, all employees are required to adhere to and support the implementation of the policy. The Company will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.



A J Mechanical Services Ltd

2 POLICY STATEMENT

Scope

This policy applies to the whole organisation at all sites and covers all business activities.

The aim of this policy is to help the Company act in accordance with the Bribery Act 2010, maintain the highest possible standards of business practice, and advise individuals of the Company's 'zero-tolerance' to bribery.

This policy applies to all permanent and fixed-term staff employed by the Company, and any contractors, consultants or other persons acting under or on behalf of the Company.

The Company will not:

- Make contributions of any kind with the purpose of gaining any commercial advantage.
- Provide gifts or hospitality with the intention of persuading anyone to act improperly, or to influence a public official in the performance of their duties.
- Make, or accept, "kickbacks" of any kind.

This Policy was approved and authorised by;

Anthony Boyle – Director, A J Mechanical Services Ltd

Signature:

A handwritten signature in black ink, appearing to read 'Anthony Boyle', written over a light blue horizontal line.

Date: 26th August 2018



A J Mechanical Services Ltd

3 Arrangements

Company Responsibility

The Company will:

- Keep appropriate internal records that will evidence the business reason for making any payments to third parties.
- Encourage employees to raise concerns about any issue or suspicion of malpractice at the earliest possible stage.
- See that anyone raising a concern about bribery will not suffer any detriment as a result, even if they turn out to be mistaken.

Employees Responsibility

Employees must not:

- Accept any financial or other reward from any person in return for providing some favour.
- Request a financial or other reward from any person in return for providing some favour.
- Offer any financial or other reward from any person in return for providing some favour.

Non-Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Monitoring

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been

Reviewing

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.