



The reputation of Roberts and Prowse (Swindon) Ltd for lawful and responsible business behaviour is of paramount importance and is one of its greatest assets. Roberts and Prowse (Swindon) Ltd is committed to the prevention, deterrence and detection of fraud, bribery and all other corrupt business practices.

The Company has zero tolerance towards such behaviour. Losses due to fraud, bribery and all other corrupt business practices can be more than just financial in nature; they can potentially damage the Company’s reputation as well.

The Company expects all employees and sub-contractors to:

- Act honestly and with integrity always and safeguard the Company resources for which they are responsible/
- Respect Roberts and Prowse (Swindon) Ltd customers, suppliers, and other parties with whom it must interact to achieve its objectives by conducting business in an ethical, lawful and professional manner.

Within the Company, the responsibility to control the risks of unethical business practices occurring resides at all levels of the organisation.

The Company prohibits unethical conduct. We will:

- Communicate of a code of conduct to employees.
- Report and investigate allegation s of fraud, bribery and other corrupt practices.
- Apply appropriate disciplinary procedures for employees who are found to have engaged in such practices.
- Monitor the effectiveness of such controls.

Roberts and Prowse (Swindon) Ltd will endeavour to take appropriate steps to ensure that all employees and sub-contractors:

- Meet all legal and regulatory requirements governing the lawful and ethical conduct of business.
- Ensure all breaches of suspected breaches are fully investigated and if appropriate, invoke disciplinary measures and take prompt action to remedy the breach and prevent and repetition.
- Providing information to all employees and further guidance if they have any questions or uncertainty regarding these requirements.
- Provide information to all employees on the procedures available to them to report any breach or suspected breach.

Roberts and Prowse (Swindon) Ltd expects that employees and sub-contractors do not engage in any illegal, improper, or questionable conduct.

They must not receive, offer, promise, improperly influence payment, authorise payment or contract award (directly or indirectly), and in return for anything of value, for example a bribe or kickback.

They must.

- Prohibit payments including ‘facilitating’ or expediting’ payments to others to secure prompt or proper performance of routine duties.
- Prohibit the use of purchase orders or consulting agreements which channel payments or otherwise improperly reward customers or suppliers or their relatives or business associates.
- Ensure transactions are properly and accurately recorded.

12th September 2023

Signed..... Date.....

For and on behalf of Roberts and Prowse (Swindon) Ltd

Marilyn Glover - Director