
Anti-Corruption & Bribery Policy

Laser Tech UK LTD are committed to ensuring high standards of ethics and values. The same high values are applied to commercial and training activities.

It is our policy to conduct all our 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.

We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad.

The purpose of this policy is to

- Set out our responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption: and
- Provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

In the UK, bribery and corruption are punishable for individuals by up to ten years' imprisonment and. If we are found to have taken part in bribery and/or corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

In this policy, **third party** means any individual or organisation staff who we come into contact with during the course of their work, this includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, government and public bodies, including their advisors, representatives and officials, Politician and political parties.

This policy applies to all individuals working at all levels, including commercial and workshop staff, senior management, trainers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, home staff, casual staff and agency staff.

We identify a bribe as an inducement or reward offered, promised, or provided to gain any commercial, contractual, regulatory, personal, business and/or political advantage.

This policy does not prohibit gifts and/or hospitality (given and received) to or from third parties provided that the conditions laid down in this policy are adhered to.

- It is not given or received with the intention of influencing to obtain or retain business or an advantage, or to reward the provision or retention of business or an advantage, or in explicit or implicit exchange for favours or benefits.
- It complies with local law and
- Considering the reason for the gift and/or hospitality, it is of an appropriate type and value and given at an appropriate time

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It is not acceptable for staff (or someone on their behalf) to

- Give, promise to give or offer a payment, gift or hospitality with the expectation or hope that an advantage will be received, or to reward an advantage already given
- Accept a gift or hospitality from a third party if staff know or suspect that it is offered or provided with the expectation that an advantage will be provided by us in return
- Threaten or retaliate against another member of staff who has refused to commit a bribery and corruption offence or who has raised concerns under this policy: and/or

Staff must ensure that they read, understand, and comply with this policy. It is the responsibility of all staff to prevent detect and report bribery and corruption. Staff must notify a Director as soon as possible if they believe or suspect that a breach of this policy has occurred or may occur in the future. "Red flags" that may indicate bribery or corruption (The list is not intended to be exhaustive) for illustrative purposes only

- requests unexpected additional fees to "facilitate" a service
- requests that staff provide employment or some other advantage to a friend or relative
- receipt of a non-standard invoice

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other staff if they breach this policy.

A handwritten signature in black ink, reading "Carol Horgan".

Carol Horgan
Director

A handwritten signature in black ink, reading "Hardeep Ubhey".

Hardeep Ubhey
Director