

ANTI BRIBERY POLICY

1. OBJECTIVE

1.1 To set out the company rules regarding Anti Bribery and Corruption

2. PROCEDURE

2.1 Anti-Bribery & Corruption

PC Flooring is committed to its reputation for ethical behaviour. However, financial corruption and bribery remains a hidden blight on our society. All employees and third parties working for PC Flooring Ltd are required to comply with our Anti-Bribery Policy, which is an extension of our Code of Ethics.

Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day to day working practices with all our Customers, colleagues, and partners. This includes

- Communicating a clear anti-bribery policy.
- Ensuring employee awareness so that they can recognise and avoid any involvement in bribery.
- Encouraging its employees to report any suspicion of bribery, providing them with channels of communication and ensuring reports are treated appropriately.
- Taking appropriate action against any individual and parties involved in bribery.

The Company prohibits the offering, giving, solicitation or acceptance of any bribe (whether cash or other inducement) to or from any person or company by any individual employee, agent or other person or body acting on behalf of the Company to gain any personal advantage (financial or otherwise) for the individual or anyone connected with the individual, or to gain any commercial, contractual, or regulatory advantage for the Company in a way which is deemed unfair or unethical.

Exceptions

Our policy does not prohibit:

- normal and appropriate hospitality.
- the giving and receiving of gifts of a reasonable value providing they are proportionate and agreed with an employee's line manager.

The prevention, detection and reporting of bribery is the responsibility of all employees throughout the Company. Employees can report confidentially any suspicion of bribery via their Line Manager.

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