

## Introduction

Stone & Ceramic Ltd is one of London's leading specialist sub-contractors providing tiling and stonework services to the construction industry. As such the Company is clear on its policy in relation to bribery & corruption and we support our employees to make decisions in line with our stated position.

## Business Integrity

We will ensure integrity in all our business transactions. We will be open, honest & fair in our communications and our dealings with business partners and other stakeholders affected by our activities and where necessary that of our supply chain. The company operate strict codes of conduct with regard to acceptance of bribery or gifts made in the in the course of our business.

## Policy

Our Company business principles set out our commitment to operate responsibly where we work and to engage the social, environmental & ethical impact our activities in the market in which we operate.

Stone & Ceramic Ltd do not engage in bribery or any form of unethical inducement or payment including facilitation payments and kickbacks. All employees are required to avoid any activities that might lead to, or suggest, a conflict of interest with the business of the Company. Employees must declare and keep a record of hospitality of gifts accepted or offered which will be subject to managerial review. We do not make direct or indirect contributions to political parties.

We will uphold laws relevant to countering bribery and corruption in all the jurisdictions in which we operate particularly laws that are directly relevant to specific business practices.

## Responsibilities

The Board of Directors shall establish appropriate responsibilities and procedures. If any instance of bribery or corruption is identified, Stone & Ceramic Ltd will take remedial steps immediately.

## Training & Communications

We will communicate this policy and relevant guidance to employees across the Company, through our established communication channels. We will also communicate this policy to our suppliers and contractors. Managers and employees will receive relevant training on how to implement this policy in their scope of activity for the Company.

## Monitoring & Review

Stone & Ceramic Ltd will review this policy a minimum of annually as part of the Management Review process in order to ensure its ongoing relevance, effectiveness and adequacy in line with any updates to legislation and / or customer requirements.



**Robert Hansford – Director**

Date: 2<sup>nd</sup> January 2020