

## ANTI-BRIBERY & CORRUPTION POLICY

Rapidity values its reputation and is committed to the highest standards of ethical conduct and integrity in all our business activities.

Rapidity reduces our risk of exposure to bribery by:

- Setting out a clear anti-bribery policy
- Encouraging its employees to report any suspicion of bribery
- Taking appropriate disciplinary action against any individuals found to be involved in bribery.

The anti-bribery policy aims to:

- Protect the reputation of Rapidity.
- Protect the employees and others acting on behalf of the company from accusations of impropriety.
- Ensure that all customers and suppliers are dealt with on an equal basis.

### Our Policy

Rapidity Prohibits the giving, the offering, the solicitation, or the acceptance of any cash, gifts, hospitality or other inducement or favour to or from any public or government body, public or government official, any company, firm, business, or private individual; whether they are situated in the UK, or any other jurisdiction.

Any employee, agent, or any other business or individual acting on behalf of Rapidity with the intention of acquiring contractual or commercial advantage for Rapidity, or personal gain for the individual concerned, or anyone connected with the individual and said activity will be considered by Rapidity as a bribe and contrary to this Policy.

Rapidity recognises the importance of good relationships with both customers and suppliers, and this policy is not intended to prevent the giving and receiving of normal and appropriate hospitality, or the giving and receiving of token gifts. If any employee or individual is in doubt of the acceptability of any item, then the matter should be referred to a Director.

## Consequences of Breach of this Policy

Rapidity considers the compliance with this policy is essential to the protection of our reputation and that of its employees and representatives. Breach of the policy could leave the organisation open to prosecution. Therefore, an employee who is found to have acted in breach of this policy or its aims may be subject to disciplinary action including summary dismissal where the breach amounts to gross misconduct.

## Reporting of bribes

Any employee, who suspects he may be the target of attempted bribery, or who suspects a work colleague of taking part in a bribe, is under a duty to report his concerns to a Director. Such report will be dealt with as a highly confidential matter. However, employees should also be aware that any deliberately malicious reports will become the subject of disciplinary action.

