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Whoever we may deal with, and wherever we may operate, we are committed to doing so lawfully, ethically and with integrity. As part of this commitment, all forms of bribery and corruption are unacceptable and will not be tolerated. We must not, and we must ensure that any third party acting on our behalf does not, act corruptly in our dealings with any other person.

This anti-bribery and corruption policy statement sets out controls to prevent acts of bribery and corruption. This policy statement has been written to comply with legislation governing bribery and corruption on a global basis.

This policy statement provides guidance on the standards of behaviour to which we must all adhere and most of these reflect the common sense and good business practices that we all work to in any event.

This policy statement is designed to help you to identify when something is prohibited so that bribery and corruption is avoided and provide you with help and guidance if you are unsure about whether there is a problem and you need further advice.

Who this policy applies to:

The fundamental standards of integrity under which we operate do not vary depending on where we work or who we are dealing with. This policy applies to all Innovation Roofing Ltd officers, employees (full and part time) and temporary workers (such as consultants or contractors) (together referred to as "employee s" in this document) across the company no matter where they are located or what they do. It is the responsibility of each of us to ensure that we comply with these standards in our daily working lives.

This policy statement sets out a single standard that all employees must comply with, regardless of whether local law or practices might permit something to the contrary.

Part of Innovation Roofing Ltd commitment to prevent bribery and corruption is to ensure that the people acting on our behalf also do so in compliance with effective anti-bribery and corruption policies. Accordingly, where we engage third parties such as agents, distributors or joint venture partners, we have obligations to complete sufficient due diligence when entering into arrangements to ensure that they are not acting corruptly, and to periodically monitor their performance to ensure ongoing compliance. In short, if we can't do it, neither can they.

Failure to comply with this policy, whether this is intentional or not, may lead to disciplinary action (up to and including dismissal), and criminal liability for the individual involved (up to and including imprisonment). Employees will be required to confirm that they have read and understood the policy and that they comply with its terms as part of their ongoing



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employment assessment processes. In addition, relevant employees will be required to attend training to support the guidance in this policy.

If you are unsure about your obligations under this policy, you should contact one of the following people for help:

- In the first instance, your local anti-bribery and corruption officer; or
- The Group Compliance Manager Arrowbuild & Civil Engineering Ltd, Whitehouse Innovation Park, New Road, Off Haverton Hill Road, Billingham, TS23 1LE.

What is bribery?

Bribery involves the following:

- When a financial or other advantage is offered, given or promised to another person with the intention to induce or reward them or another person to perform their responsibilities or duties improperly (it does not have to be the person to whom the bribe is offered that acts improperly); or
- When a financial or other advantage is requested, agreed to be received or accepted by another person with the intention of inducing or rewarding them or another person to perform their responsibilities or duties inappropriately (it does not have to be the person who receives the bribe that acts improperly).

It does not matter whether the bribe is:

- Given or received directly or through a third party (such as someone acting on innovation Roofing Ltds behalf, for example an agent, distributor, supplier, joint venture partner or other intermediary); or for the benefit of the recipient or some other person. Bribes can take many forms, for example: money (or cash equivalent such as shares);
- Unreasonable gifts, entertainment or hospitality; kickbacks; unwarranted rebates or excessive commissions (e.g. to sales agents or marketing agents); unwarranted allowances or expenses; " facilitation" payments/payments made to perform their normal job more quickly and/or prioritise a particular customer; political/charitable contributions; uncompensated use of company services or facilities; or anything else of value.

This policy statement applies to both the public and private sectors. Dealing with public officials poses a particular high risk in relation to bribery and corruption and specific guidance when dealing with public officials is set out below.



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A breach of bribery laws can result in fines for both the company and the individual involved and, in some jurisdictions, could also result in imprisonment.

How do I know if something is a bribe?

In most circumstances, common sense will determine when a bribe is being offered. However, here are some questions you should ask yourself if in doubt:

- Am I being asked to pay something or provide any other benefit over and above the cost of the services being performed, for an example an excessive commission, a lavish gift, a kickback or make a contribution to a charity or political organisation?
- Am I being asked to make a payment for services to someone other than the service provider?
- Is the hospitality or gifts I am giving or receiving reasonable and justified? Would I be embarrassed to disclose them?
- when a payment or other benefit is being offered or received, do I know or suspect it is to induce or reward favourable treatment, to undermine an impartial decision making process or to persuade someone to do something that would not be in the proper performance of their job?

General prohibition

All forms of bribery and corruption are prohibited. We will not tolerate any act of bribery or corruption.

Any breach of this policy statement or local law could result in disciplinary action being taken and ultimately could result in dismissal. A bribe does not actually have to take place - just promising to give a bribe or agreeing to receive one is prohibited.

Bribery is prohibited when dealing with any person whether they are in the public or private sector and the provisions of this policy are of general application. However, many countries have specific controls regarding dealing with public officials and this policy statement includes specific requirements in these circumstances.

Gifts, hospitality and expenses

Giving or receiving gifts or hospitality is often an important part of maintaining and developing business relationships. However, all gifts and hospitality should be for a genuine purpose, reasonable, given in the ordinary course of business and should comply with this policy statement and any local laws.



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Lavish or unreasonable gifts or hospitality, whether these are given or received, are unacceptable as they can create the impression that we are trying to obtain or receive favourable business treatment by providing individuals with personal benefits.

In addition, gifts and hospitality can themselves be a bribe. Be careful to avoid even the appearance that the giving or accepting of gifts or hospitality might influence the decisions you take on behalf of Innovation Roofing Ltd.

Dealing with public officials

Although this policy statement applies to both public and private sectors, dealing with public officials poses a particularly high risk in relation to bribery due to the strict rules and regulations in many countries.

Public officials include those in government departments, but also employees of government owned or controlled commercial enterprises, international organisations, political parties and political candidates.

The provision of money or anything else of value, no matter how small, to any public official for the purpose of influencing them in their official capacity is prohibited. The prior approval of your local anti -bribery and corruption officer is required in relation to:

- Any payment in respect of fees, salary or commission (this does not include official fees);
- Gifts and hospitality;
- Making charitable contributions in connection with dealings with a public official. In addition, many public officials have their own rules regarding the acceptance of gifts and hospitality, etc, and we must respect these rules where applicable. Political donations by or on behalf of Innovation Roofing are prohibited.

Compliance with the policy

It is the responsibility of your anti-bribery and corruption officer to ensure compliance with this policy. Ultimate responsibility for compliance with this policy throughout the group is taken by the Group Compliance Manager. However, each of us has an obligation to act with integrity and to ensure that we understand and comply with the policy.

Ongoing compliance will be monitored and reported by Internal Audit. Training will be provided to relevant employees throughout the group to support them in complying with their responsibilities. If you are not selected for training but believe that it is relevant for you then please ask your HR manager for further information. In addition, all employees will be required to confirm that they have understood and complied with the policy annually.



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Whistleblowing

Innovation Roofing is committed to ensuring that employees can speak up with confidence if they have any concerns or need to ask for help.


If you suspect or observe anything that you think might be in contravention of this policy, you have an obligation to report it.

You should raise your concerns with your Compliance Manager in the first instance.

Alternatively, you can report your concerns under the Whistleblowing Policy.

Innovation Roofing Ltd will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour.

All reports will be treated confidentially.

Name:	Owen Hutchinson	Position:	Managing Director
Signed:		Date:	02/09/19