

Anti-Bribery & Anti-Corruption Policy

Approved by: Executive Team

Version #: V01

1. Introduction:

What does this policy cover?

- 1.1 This anti-bribery policy exists to set out the responsibilities of Healthcare Platform Institute (HPI) and those who work it in regard to observing and upholding a zero-tolerance position on bribery and corruption.
- 1.2 It also exists to act as a source of information and guidance for those working for HPI. It helps them recognize and deal with bribery and corruption issues, as well as understand their responsibilities.

2. Policy statement

- 2.1 HPI is committed to conducting its activities in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. HPI has zero-tolerance for bribery and corrupt activities. We are in HPI committed to acting professionally, fairly, and with integrity in all of our activities, dealings and relationships with our partners.
- 2.2 HPI will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the national and regional laws, with upholding international norms in this respect.
- 2.3 HPI recognizes that bribery and corruption are punishable by imprisonment and a fine. If the institute is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, blacklisted by the partners, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption within our activities and take our legal responsibilities seriously.

3. Who is covered by the policy?

- 3.1 This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located. The policy also applies to officers, members of Board of Trustees, and/or committee members at any level.
- 3.2 In the context of this policy, third-party refers to any individual or organization our institute meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, partners, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

4. Definition of bribery

4.1 Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

4.2 A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

4.3 Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.

4.4 Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's compliance manager.

5. What is and what is NOT acceptable

5.1 This section of the policy refers to 4 areas: • Gifts and hospitality. • Facilitation payments. • Political contributions. • Charitable contributions.

5.2 Gifts and hospitality: HPI accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favors or benefits.
- b. It is not made with the suggestion that a return favor is expected.
- c. It is in compliance with the local law.
- d. It is given in the name of the organization, not in an individual's name.
- e. It does not include cash or a cash equivalent.
- f. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- g. It is given/received openly, not secretly.
- h. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- i. It is not above a certain excessive value, as pre-determined by the institute (usually in excess of \$100).
- j. It is not offer to, or accepted from, a government official or representative or politician or political party, without the prior approval.

5.3 Where it is inappropriate to decline the offer of a gift (i.e., when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to the Institute, who will assess the circumstances.

5.4 HPI recognizes that the practice of giving and receiving business gifts varies between countries, regions, cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

5.5 As good practice, gifts given and received should always be disclosed to the Institute. Gifts from suppliers should always be disclosed.

5.6 The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the Institute should be sought.

5.7 Facilitation Payments and Kickbacks: HPI does not accept and will not make any form of facilitation payments of any nature. We recognize that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognize that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

5.8 HPI does not allow kickbacks to be made or accepted. We recognize that kickbacks are typically made in exchange for a business favor or advantage.

5.9 HPI recognizes that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken: a. Keep any amount to the minimum. b. Ask for a receipt, detailing the amount and reason for the payment. c. Create a record concerning the payment. d. Report this incident to your line manager.

5.10 Political Contributions: HPI will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognize this may be perceived as an attempt to gain an improper business advantage.

6. Employee Responsibilities

6.1 All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

6.2 If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the line manager.

6.3 If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. HPI has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.

7. What happens if I need to raise a concern?

7.1 This section of the policy covers 3 areas: a. How to raise a concern. b. What to do if you are a victim of bribery or corruption. c. Protection.

7.2 How to raise a concern If you suspect that there is an instance of bribery or corrupt activities occurring in relation to HPI? You are encouraged to raise your concerns at as early a stage as possible. If you're uncertain about whether a certain action or behavior can be considered bribery or corruption, you should speak to your line manager, or the president of the institute.

7.3 HPI will familiarize all employees with its whistleblowing procedures so employees can vocalize their concerns swiftly and confidentially.

7.4 What to do if you are a victim of bribery or corruption? You must tell your compliance manager as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

7.5 Protection: If you refuse to accept or offer a bribe or you report a concern relating to potential act(s) of bribery or corruption, HPI understands that you may feel worried about potential repercussions. HPI will support anyone who raises concerns in good faith under this policy, even if investigation finds that they were mistaken.

7.6 HPI will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

7.7 Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavorable treatment in relation to the concern the individual raised.

7.8 If you have reason to believe you've been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform your line manager immediately.

8. Record keeping

HPI will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to managerial review.

9. 10. Monitoring and reviewing

10.1 HPI's executive team is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. They will assess its suitability, adequacy, and effectiveness.

10.2 Internal control systems and procedures designed to prevent bribery and corruption are subject to regular audits to ensure that they are effective in practice.

10.3 This policy does not form part of an employee's contract of employment and HPI may amend it at any time so to improve its effectiveness at combatting bribery and corruption.

I acknowledge that as [appropriate position(s) that apply to them], have read, understand, and approve the conditions of this policy and procedure before signing it below.

Name:

Signature:

Date: