



Speedy Freight

ANTI BRIBERY & CORRUPTION POLICY

1 INTRODUCTION	2
2 DEFINITION OF BRIBERY AND CORRUPTION	3
3 GENERAL ANTI-CORRUPTION AND BRIBERY OBLIGATIONS	3
4 INTERACTION BETWEEN THIS POLICY AND OTHER LAWS AND REGULATIONS	4
5 USE OF PERSONAL FUNDS	4
6 COMPLIANCE MANAGER	4
7 SIGNIFICANT AREAS OF RISK	4
8 FACILITATION PAYMENTS	5
9 EMERGENCIES AND PERSONAL SAFETY	5
10 HOSPITALITY AND GIFTS	8
11 REPORTING CONCERNS	8
12 DEALING WITH AGENTS, SUPPLIERS AND OTHER THIRD PARTIES	10
13 CHARITABLE AND POLITICAL DONATIONS	10
14 SPONSORSHIP	10
15 DECLARATION OF INTERESTS	11
16 INVESTIGATIONS AND AUDITING	11
17 REVIEW	11
S SCHEDULE 1	11
S1 EXAMPLES OF ACTS OF BRIBERY AND CORRUPTION	11
S2 EXAMPLES OF BEHAVIOUR WHICH SUGGESTS AN INCREASED RISK OF BRIBERY OR CORRUPTION	12

INTRODUCTION

Puro Ventures Ltd t/a Speedy Freight is committed to conducting its business around the world with the highest degree of integrity. This commitment includes a zero tolerance approach towards all forms of bribery and corruption.

This Policy extends to all Company business dealings and transactions in all countries around the world in which any member of Speedy Freight, its franchisees & colleagues operate. It is a mandatory requirement of Speedy Freight that all people who perform services on behalf of Speedy Freight including directors, franchisees, employees, agents, advisors, customers and suppliers comply with this Policy and, you should ensure that you are fully familiar with its contents, refreshing your memory as necessary from time to time.

Speedy Freight has appointed a Compliance Manager (whose contact details are set out in Section 5 below) to whom you can address any queries or concerns. Engaging in bribery and corruption is unlawful and any employee, director or franchisee found to have breached this Policy will be liable to disciplinary action which may result in dismissal or other serious sanctions. Breaches of this Policy by customers, suppliers or third party contractors and advisors to Speedy Freight may result in immediate termination for breach of all contracts with Speedy Freight.

Further, engaging in bribery and corruption whether at home or abroad will constitute a criminal offence which will expose both Speedy Freight and you personally to serious criminal sanctions including, the risk of imprisonment. We all share a responsibility to ensure compliance with this Policy and, should you become aware that any person acting or purporting to act on behalf of Speedy Freight may have committed an act of bribery or corruption, then you must report your concerns immediately to the Compliance Manager. In addition to this Policy, Speedy Freight operates a strict Whistleblowing Policy and you can be assured that reporting any concerns will not result in you receiving any negative or retaliatory treatment from Speedy Freight.

1 DEFINITION OF BRIBERY AND CORRUPTION

1.1 For the purposes of preparing this Policy and the compliance programme associated with it, Speedy Freight has defined “Bribery” and a “Bribe” to mean:

“the offering, promising, giving, accepting or soliciting of an advantage (whether financial or otherwise) as an inducement for an action which is illegal or a breach of trust”.

1.2 Speedy Freight has defined “Corrupt”, “Corruption” and “Corrupt Activities” to mean:

“the abuse of entrusted power for private gain”.

1.3 To assist in the identification of behaviour or actions which may be considered to constitute a Bribe and circumstances where individuals should be particularly alert to the risk of Bribery or Corruption taking place, a non-exhaustive list of examples of acts of Bribery and indicators that an individual may be liable to engage in Corrupt Activities are set out in Schedule 1 at the end of this Policy.

2 GENERAL ANTI-CORRUPTION AND BRIBERY OBLIGATIONS

2.1 Speedy Freight is committed to conducting its business around the world with the highest degree of integrity and in full compliance with all applicable laws. This commitment includes a zero tolerance approach towards all forms of Bribery and Corruption and Speedy Freight is committed to maintaining appropriate checks and procedures to ensure that all persons working for or dealing with Speedy Freight respect and comply with this Policy.

2.2 Speedy Freight, its directors, employees, franchisees, contractors, consultants and agents must not engage in any form of Bribery or other Corrupt Activity anywhere in the world nor will Speedy Freight request that any third party does so, on its behalf. This prohibition includes, but is not limited to, the payment or receipt of Bribes by or on behalf of Speedy Freight and/or encouraging, asking or arranging for anyone else to make or receive Bribes for Speedy Freight.

2.3 This Policy has been formally approved by the Directors of Speedy Freight and any breach will be considered by Speedy Freight to be a serious offence.

2.4 Any director, employee or franchisee who is found to have breached this Policy will be liable to disciplinary action in accordance with the business specific disciplinary process (which are available on the Intranet) which may result in dismissal or other serious sanction. Breaches of this Policy by customers or third party contractors and advisors to Speedy Freight may result in immediate termination for breach of all contracts with Speedy Freight.

2.5 Equally, no director, employee or franchisee of Speedy Freight will face less favourable treatment nor be discriminated against in any way as a result of Speedy Freight losing business due to that director, employee or franchisee complying with their obligations under this Policy.

3 INTERACTION BETWEEN THIS POLICY AND OTHER LAWS AND REGULATIONS

3.1 This Policy sets out the minimum standards and requirements which Speedy Freight expects to be adhered to.

Where the local laws or customs in any country in which Speedy Freight is carrying out business provide that a higher standard of conduct is required then, that higher standard must be followed and, anyone acting on the behalf of Speedy Freight must do so at all times in accordance with all applicable written local laws.

4 USE OF PERSONAL FUNDS

4.1 The use of money belonging to Speedy Freight to fund any activities which are prohibited under this Policy is strictly prohibited in all circumstances.

4.2 Further, the use of personal funds to finance any activities which are prohibited under this Policy is also strictly prohibited in all circumstances. The fact that reimbursement of the cost of any prohibited activity was not sought will not constitute justification or a defence for breaching this Policy or for committing any criminal offence.

5 COMPLIANCE MANAGER

5.1 Whilst the Managing Director retains ultimate accountability for compliance by Speedy Freight and the requirements of this Policy, the Business Risk Manager has day to day responsibility for oversight of Speedy Freight's anti-bribery and corruption efforts and for reporting on progress and compliance with this Policy to the Managing Director.

5.2 If you have any queries or comments concerning this Policy or, should you need to report any concerns regarding potential breaches of this Policy then you should raise those in the first instance with the Business Risk Manager by either emailing shaun.sidley@speedyfreight.com or calling 07483 938495.

6 SIGNIFICANT AREAS OF RISK

6.1 Speedy Freight maintains an exhaustive and robust Risk Register which is reviewed annually and managed on an ongoing basis by the Business Risk Manager.

7 FACILITATION PAYMENTS

7.1 In certain countries, it may be customary to make small payments to local officials in order to obtain the performance of "non-discretionary or clerical routine government actions" such as obtaining visas or securing customs clearance.

7.2 Speedy Freight is committed to identifying and eliminating the practice of making unlawful facilitation payments and extreme caution must be exercised in response to any request that a facilitation payment should be made by or on the behalf of Speedy Freight as such payments should be considered to be at high-risk of constituting a Bribe.

7.3 The payment of facilitation payments by or on behalf of Speedy Freight is therefore only ever permitted if all of the following conditions are met:

7.3.1 The payment is permitted in accordance with the written local laws of the country in which the official in question is based;

7.3.2 The payment does not constitute a breach of any laws or regulations with international or extra-territorial effect (for example, the US Foreign Corrupt Practices Act and similar UK laws);

7.3.3 The payment does not otherwise constitute a breach of this Policy; and

7.3.4 A receipt is obtained for the payment in question from the official in question or, where that is not possible, a full record is made of the payment and the reasons for making it.

7.4 Given Speedy Freight's commitment to identifying and eliminating the practice of making unlawful facilitation payments, you must report to the Operations Director any request for a facilitation payment to be made on Speedy Freight's behalf which does not meet all of the conditions set out above.

7.5 Facilitation payments can be a difficult and complex area and it is not always easy to establish if a particular request is permitted. If you are in any doubt as to whether a particular request is lawful or permitted under this Policy, then you must seek further advice from the Business Risk Manager before making or agreeing to make any such payment.

8 EMERGENCIES AND PERSONAL SAFETY

8.1 Speedy Freight acknowledges that in rare circumstances, individuals may be placed in extreme circumstances involving duress, extortion or threats to personal health or safety unless they agree to engage in conduct which would ordinarily constitute a breach of this Policy.

8.2 In these circumstances, the making of payments or the taking of other actions which would ordinarily constitute a breach of this Policy is permitted provided that the incident in question is reported to the Business Risk Manager as soon as possible and, the individual in question participates in any subsequent investigation by Speedy Freight and/or any enforcement authorities.

9 HOSPITALITY AND GIFTS

9.1 Corporate hospitality and promotional, or other business expenditure which seeks to improve the image of Speedy Freight, better present Speedy Freight products and services or establish cordial relations, is recognised as an established and important part of doing business. Such hospitality and expenditure must not however be used to influence other people to secure business or a business advantage for Speedy Freight. The following should therefore be complied with:

9.2 Entertainment

9.2.1 From time to time, it may be appropriate for Speedy Freight in the course of legitimate business dealings to provide reasonable and proportionate entertainment to third parties. However, Speedy Freight must ensure that any such entertainment does not constitute (nor risk being perceived as constituting) Bribery.

9.2.2 Accordingly, entertainment may only be provided to third parties on the behalf of the Company if the following rules are adhered to:

(i) No Lavish, Costly or Inappropriate Entertainment

Any form of entertainment which might be considered to be lavish or inappropriate is prohibited in all circumstances. This includes the provision of lavish meals, overnight stays in luxury hotels and any form of adult entertainment. The total cost of any entertainment provided to any one person on any one occasion must remain commensurate with the business objectives of this entertainment as provided. Individuals providing or authorising the provision of entertainment on the behalf of Speedy Freight must keep full records of any entertainment provided to enable Speedy Freight to verify compliance with this requirement.

(ii) Entertainment to be Paid for Directly

Speedy Freight should pay the cost of any entertainment provided directly to the relevant service provider i.e. the restaurant, facility or hotel in question. In exceptional circumstances, it may be necessary to reimburse third parties for the cost of entertainment which Speedy Freight is paying for. This is only permitted if the following requirements are met:

9.2.3 Such indirect payments must not become a matter of routine;

9.2.4 Reimbursement must not be provided where there is any suggestion that the service provider in question is in some way connected with the third party to whom Speedy Freight is making payment and/or that such third party will receive a commission or "cut" from that service provider of any payments which it receives from Speedy Freight; and

9.2.5 Original itemised receipts from the applicable service providers must be obtained from the third party to whom payment is being made. Copy or generic receipts generated by that third party itself are not acceptable.

(iii) No Cash Allowances

Under no circumstances are cash or cash allowances to be paid as part of any entertainment provided by Speedy Freight.

(iv) Company Representative to be Present

It is only appropriate for Speedy Freight to fund entertainment at which representatives of Speedy Freight are present or which is clearly endorsed by or connected with Speedy Freight – for example, sponsorship of an exhibition or event open to the general public where it is clearly unrealistic for a representative of Speedy Freight to be continually present. However, the provision of specific entertainment for specific individuals where no representative of Speedy Freight due to be present or is present is prohibited in all circumstances

(v) Person to whom Entertainment may be Provided

In the usual course of dealings, Speedy Freight expects that entertainment should only be provided to those individuals with whom Speedy Freight has business dealings or is looking to have business dealings (for example, prospective or target clients) and should not as a matter of course extend to the family or friends of the individual in question.

However, Speedy Freight also acknowledges that in certain circumstances and, provided that all other requirements of this Policy are met, it may be appropriate to extend some entertainment to family members of an individual. In this respect, Speedy Freight expects individuals to adopt a common sense approach which reflects both the spirit and letter of this policy to decide whether it would be appropriate in the circumstances to provide entertainment to family members and to refer any uncertainties to the Operations Director. For example, hosting a table at a charity ball to which clients and their partners are invited is unlikely to result in any breach of this Policy whereas paying for a client and their partner to go on holiday is clearly inappropriate.

(vi) Timing of Entertainment

Entertainment must not be provided in order to specifically influence or attempt to influence any third party to follow a particular course of action. Accordingly, careful consideration should be given to when any entertainment is provided and under no circumstances should entertainment be provided (nor should any offer be made to provide entertainment at a later date) during the course of negotiations between Speedy Freight and any third party or whilst Speedy Freight may be tendering for the award of any work over which the recipient of any entertainment may have any influence.

9.2.6 In addition to applying where Speedy Freight is providing entertainment to a third party, the above rules apply equally where a third party offers to entertain you.

9.2.7 You are only permitted to accept entertainment from third parties with whom Speedy Freight deals and which meets all of the above requirements and you must not accept any form of entertainment where doing so might be interpreted as you accepting a Bribe or result in any suggestion that you are obliged to act other than in the best interests of Speedy Freight or in breach of this Policy.

9.2.8 All hospitality that is given or received by you must be recorded in Speedy Freight Hospitality & Gift Declaration Form, which is maintained by the Business Risk Manager.

9.2.9 Any offer to provide you with entertainment, which, if accepted, would constitute a breach of this Policy, must be reported as soon as possible to the Business Risk Manager.

9.3 Gifts

9.3.1 From time to time, it may be appropriate for Speedy Freight in the course of legitimate business dealings to provide reasonable and proportionate small gifts to third parties. However, Speedy Freight must ensure that any such gifts do not constitute (nor risk being perceived as constituting) Bribery.

9.3.2 Accordingly, gifts may only be provided to third parties on the behalf of Speedy Freight if the following rules are adhered to:

(i) No Cash Gifts

Under no circumstances are cash gifts to be provided on behalf of Speedy Freight. This prohibition includes not only cash but any form of “cash equivalent” such as gift vouchers. In the instance of gift vouchers it may be appropriate to provide these as gifts providing they are commensurate with the reward as intended.

(ii) Gifts to be of Nominal Value

Gifts must be of nominal value and in no circumstances should any gift be overly lavish or excessive. All single gifts in excess of £50 value and collectively in excess of £500 over any one year must be agreed by the Managing Director and noted in the Hospitality & Gifts Declaration Form.

(iii) Gifts to be Limited Only to Those Dealing with Speedy Freight

Gifts may only be provided to those individuals with whom Speedy Freight has business dealings. The provision of discrete gifts paid for by Speedy Freight must not be extended to the family or friends of the individual in question although, joint gifts (such as the sending of flowers to a client and their partner to mark the birth of a child) are permitted.

(iv) Gifts to be Given Openly

Gifts should be given in an open and transparent manner. Gifts must not be given in secret nor any attempt made to disguise the fact that a gift has been provided on the behalf of Speedy Freight to a particular person.

(v) Timing of Gifts

Gifts must not be given in order to specifically influence or attempt to influence any third party to follow a particular course of action. Accordingly, careful consideration should be given to when any gift is provided and under no circumstances should gifts be given (nor should any offer be made to provide a gift at a later date) during the course of negotiations between Speedy Freight and any third party or whilst Speedy Freight may be tendering for the award of any work over which the recipient of any gift may have influence.

(vi) No Routine Gifts

Gifts must not be given as a matter of routine or course and should be linked in most cases to a particular occasion or event – for example, the provision of small promotional items such as branded pens or memory sticks or the sending of congratulatory flowers to a customer on the birth of a child.

Other than in the case of small promotional items which are being provided by Speedy Freight generally, no more than three gifts may be provided to any person on the behalf of Speedy Freight in any year.

9.3.3 In addition to applying where Speedy Freight is providing a gift to a third party, the above rules apply equally where a third party offers a gift to you and again should be recorded in the Hospitality & Gifts Declaration Form.

9.3.4 You are only permitted to accept gifts from third parties with whom Speedy Freight deals with that meets all of the above requirements and you must not accept any gift where doing so might be interpreted as you accepting a Bribe or result in any suggestion that you are obliged to act other than in the best interests of Speedy Freight or in breach of this Policy.

9.3.5 Any offer to provide you with a gift which if accepted, would constitute a breach of this Policy must be reported as soon as possible to the Business Risk Manager.

10 REPORTING CONCERNS

10.1 In the event that you become aware that anyone who is subject to this Policy has committed any breach (or should you suspect that they may have done so but are not certain) then you must report your concerns immediately to the Business Risk Manager for further investigation.

10.2 Any concern which you report to the Business Risk Manager will be treated in confidence and investigated as soon as possible. Unless doing so would compromise the course of any investigation or enforcement action, the Business Risk Manager will keep you informed of the status and ultimate outcome of that investigation.

10.3 Speedy Freight wishes to encourage a culture where individuals feel able to raise concerns about the manner in which Speedy Freight is conducting its business without fear of retaliation or reprisal. Accordingly, Speedy Freight strictly prohibits the taking of such action against any individual who reports any breach or suspected breach of this Policy. Further details of the measures which Speedy Freight has taken to ensure this are set out in Speedy Freight's Whistleblowing Policy (which is available on the Intranet).

11 DEALING WITH AGENTS, SUPPLIERS AND OTHER THIRD PARTIES

11.1 Speedy Freight regularly deals with third parties (such as agents, contractors and suppliers) who may act on its behalf or otherwise be perceived as being connected with Speedy Freight. All such third parties are subject to this Policy in the same way as directors, franchisees and employees of Speedy Freight are, and you must not ask or authorise any third party to do anything on the behalf of Speedy Freight which is not permitted under this Policy.

11.2 The following specific rules apply to Company dealings with any such third parties:

11.2.1 Due Diligence to be Undertaken

Before entering into any business arrangement with a third party who will be acting on the behalf of or representing Speedy Freight, appropriate enquiries should be made into their background, capabilities and reputation. In particular, consideration should be given as to whether there is any suggestion or risk that the third party in question might be particularly susceptible to engaging in

Bribery or other forms of Corrupt Activities. Whilst it is acknowledged that some limited dealings with such third parties may be necessary before the due diligence process on that third party has been completed and/or a written agreement entered into with Speedy Freight, this should be considered to be the exception rather than the rule and in any event is only permitted if the following guidelines are followed:

- (i) It is never appropriate to engage third parties to undertake high-value, high-risk or complicated transactions without the due diligence process on that third party having been satisfactorily completed and a signed written agreement entered into;
- (ii) It is never appropriate to engage third parties before the due diligence process on that third party has been satisfactorily completed and a signed written agreement entered into if there are any signs that such third party will (or is likely to) engage in Bribery or other Corrupt Activities on the behalf of Speedy Freight; and

11.2.2 Concerns Must be Reported

If you are aware (or have reason to suspect) that any third party acting on the behalf of Speedy Freight has committed any breach of this Policy then you must report those concerns to the Business Risk Manager in accordance with Section 10 above. Failing to report concerns about a third party acting on the behalf of Speedy Freight, “turning a blind eye” to unacceptable conduct or deliberately ignoring signs which suggest that a third party is or may be engaging in Bribery or other forms of Corruption are all considered to be breaches of this Policy. In addition, such behaviour may expose you to the risk of personal criminal liability.

11.2.3 Payments to Third Parties to be Reasonable and Justifiable

Speedy Freight must avoid the accusation that it has engaged in Bribery by paying “over the odds” to any third party who is providing goods or services to Speedy Freight. Whilst Speedy Freight accepts that given the nature of its business and the realities of commercial negotiation, there can be no definitive rule as to how payments to third parties should be calculated, the following guidelines must be adhered to:

- (i) In all circumstances, payments should be commercially reasonable, commensurate with the goods or services which have been provided to Speedy Freight and generally in accordance with the same level of charges made by other third party suppliers providing similar goods or services in the country in question;
- (ii) Charges which are calculated by reference to significant commissions or success fees should be used with caution and are not appropriate where they may motivate the third party in question to engage in Bribery or other forms of Corrupt Activities;
- (iii) No payment may be made to any third party unless and until an itemized invoice for the charges in question has been provided to Speedy Freight and those charges accord with the agreed payment arrangements with that third party;
- (iv) Payments must be made direct to the third party providing goods or services to Speedy Freight and remitted to a bank account located in the same country in which that third party is established. Payment in cash is not permitted; and
- (v) Variations to the charges payable by Speedy Freight to third parties are only permitted where those are in accordance with the agreed terms of the relevant written agreement or are otherwise agreed to by Speedy Freight as commercially justifiable. Sudden requests by a third party to

significantly increase the charges payable to them where there is no apparent increase in their costs or other good justification should be considered signs that such third party is susceptible to engaging in Bribery or other forms of Corrupt Activities.

12 CHARITABLE AND POLITICAL DONATIONS

12.1 From time to time, Speedy Freight may make charitable donations either of its own volition or in response to requests from third parties.

12.2 Care must be taken when making any charitable donation on behalf of Speedy Freight to ensure that such donation is for bona fide charitable purposes and is not in reality a Bribe (or likely to be considered to be a Bribe by an independent observer).

12.3 As a matter of policy, Speedy Freight does not make donations to political parties and no person is authorised to make or authorise payments to political parties which purport to be on the behalf of Speedy Freight. This prohibition extends not only to cash donations to political parties but also, to the provision of other assistance to political parties which would involve Speedy Freight including, but not limited to:

- (i) Campaigning on the behalf of political candidates on Company premises;
- (ii) Allowing Company property to be used to assist in campaigning on the behalf of a political party;
- (iii) The purchasing on behalf of Speedy Freight (or using Company funds to purchase) tickets to fundraising events held by political parties;
- (iv) Making donations on behalf of Speedy Freight (or using Company funds to make donations) to “think tanks” or research bodies with a known affiliation to a particular political party or ideology; and/or
- (v) Authorising any political candidate or party to represent that they are in any way affiliated with Speedy Freight.

13 SPONSORSHIP

13.1 Unless you have been granted specific authority by Speedy Freight to do so, you may not enter into any sponsorship arrangement on the behalf of Speedy Freight nor agree that any third party may represent that they (or their products or services) are in any way affiliated with or sponsored or endorsed by Speedy Freight.

13.2 You should refer any sponsorship or endorsement requests which you receive to the National Marketing Manager.

13.3 If you become aware that any third party is falsely claiming to be affiliated, sponsored or endorsed by Speedy Freight then you must report that to the Business Risk Manager as soon as possible.

14 DECLARATION OF INTERESTS

14.1 You must seek to avoid any relationship, influence or activity that will impair, or appear to impair, your ability to do your job or make fair and objective decisions when performing your job. You must not engage in, facilitate or encourage Insider Trading;

14.2 All Speedy Freight directors, employees & franchisees must declare any personal or business interests that they or a close relative has in relation to any current or future business transaction. Any such interests must be reported to the Managing Director.

15 INVESTIGATIONS AND AUDITING

15.1 The Business Risk Manager will monitor the effectiveness and review the implementation of this Policy regularly, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

15.2 All people subject to this Policy are responsible for its success and should ensure that they use it to disclose any suspected bribery or suspicious circumstances to the Business Risk Manager. The Business Risk Manager is responsible for investigating any suspicious activity or reports made.

15.3 Speedy Freight acknowledges that its business and potentially the risks of bribery and corruption it faces will change over time, and it is the responsibility of the Business Risk Manager to ensure that this Policy and other antibribery and corruption procedures remain relevant to Speedy Freight and to respond to other external stimuli that may affect the procedures that Speedy Freight needs to have in place.

16 REVIEW

16.1 This Policy and the supporting controls and procedures which Speedy Freight has put in place to assist with compliance will be subject to review annually and, any changes or additions will be communicated to the wider business following approval.

SCHEDULE 1

1 EXAMPLES OF ACTS OF BRIBERY AND CORRUPTION

The following is a non-exhaustive list of conduct and actions which Speedy Freight considers to constitute acts of Bribery:

- the payment of cash or cash equivalents to individuals who may be able to influence a decision to award work to Speedy Freight or to government officials in order to secure favourable treatment for Speedy Freight and in either case, to members of their family or other persons associated with them;
- the payment of unauthorised charitable or political donations by Speedy Freight where the individual requesting that Speedy Freight makes that donation stands to personally benefit from it;
- making loans to individuals who may be able to influence a decision to award work to Speedy Freight or to government officials in order to secure favourable treatment for Speedy Freight and in either case, to members of their family or other persons associated with them;

- paying for travel, accommodation, meals, expenses etc. for individuals who may be able to influence a decision to award work to Speedy Freight or to government officials in order to secure favourable treatment for Speedy Freight and in either case, to members of their family or other persons associated with them (unless permitted in accordance with Section 9 above).

2 EXAMPLES OF BEHAVIOUR WHICH SUGGESTS AN INCREASED RISK OF BRIBERY OR CORRUPTION

The following is a non-exhaustive list of conduct, circumstances and actions which Speedy Freight considers to constitute warning signs that a third party with whom Speedy Freight is dealing may be particularly susceptible to the risk of engaging in Bribery or other forms of Corrupt Activity:

- dealings in any country which has been independently assessed or has a reputation for being particularly susceptible to Corruption – see for example the annual independent Corruption Perceptions Index published by Transparency International at <http://www.transparency.org/>
- dealings with individuals who have a close personal relationship with government officials, particularly if that official has responsibility for an area which might impact on the transaction under discussion and/or is located in a high-risk country as referred to above;
- dealings with individuals or organisations who adopt an unjustified or unusual degree of secrecy and/or who refuse to answer any reasonable questions about their conduct;
- requests for Speedy Freight to make payment of charges due from it in cash; to countries other than that where the party receiving payment is based; to third parties not involved in the transaction in question; and/or in the absence of a formal receipt or invoice detailing how the charges in question have been incurred;
- requests for sudden increases in charges for no apparent or justifiable reason; and/or requests for Speedy Freight to pay non-contractual, inflated or unexpected bonuses, commissions or expenses claims;
- any requests for Speedy Freight to assist in keeping transactions or accounts “off the record”;
- refusal or unwillingness of individuals to allow Speedy Freight to deal with anyone other than them within their organisation;
- refusal, unwillingness or undue delay in complying with Speedy Freight due diligence processes;
- refusal, unwillingness or undue delay in entering into a written agreement with Speedy Freight and/or continually raising further issues each time a written agreement looks likely to be concluded; and/or
- any other request, conduct or circumstance which appears to be suspicious or “not quite right” particularly if you would not wish your involvement with that request, conduct or circumstance to become a matter of public knowledge.