**Workplace Anti-Bribery and Corruption Policy**

## **1. Policy Statement**

[Company Name] is committed to conducting its business with the highest standards of integrity and ethics. This policy prohibits bribery and corruption in all forms, both within the organization and in dealings with external parties.

## **2. Objective**

The objective of this policy is to:

* Clearly define prohibited conduct related to bribery and corruption.
* Provide guidelines for dealing with gifts, hospitality, and entertainment.
* Establish due diligence procedures for assessing business partners.
* Encourage employees to report suspected violations.
* Ensure compliance with anti-bribery and corruption laws and regulations.

## **3. Scope**

This policy applies to all employees, directors, contractors, consultants, agents, and any other individuals representing [Company Name] in any capacity.

## **4. Definitions**

* **Bribery**: The offering, giving, receiving, or soliciting of something of value to influence the actions of an official or other person in a position of trust.
* **Corruption**: Dishonest or fraudulent conduct by those in power, typically involving bribery.
* **Business Partners**: Individuals or entities with whom [Company Name] has a business relationship, including but not limited to suppliers, distributors, agents, and joint venture partners.

## **5. Prohibited Conduct**

Employees are prohibited from engaging in any form of bribery, corruption, or facilitation payments. This includes offering, giving, receiving, or soliciting bribes, kickbacks, or any improper advantage.

## **6. Gifts, Hospitality, and Entertainment**

* Gifts, hospitality, and entertainment must be reasonable, proportionate, and transparent.
* Employees must not accept gifts or hospitality that could compromise their judgment or create the appearance of impropriety.

## **7. Facilitation Payments**

Facilitation payments, also known as "grease payments," are strictly prohibited. Employees must not make or accept payments to expedite routine government actions.

## **8. Due Diligence on Business Partners**

[Company Name] will conduct due diligence on business partners to ensure they adhere to anti-bribery and corruption standards. Contracts with business partners will include anti-bribery provisions.

## **9. Reporting Suspected Violations**

Employees are encouraged to report suspected violations of this policy through the designated reporting channels. Reports can be made anonymously, and retaliation against whistleblowers is strictly prohibited.

## **10. Investigation and Disciplinary Actions**

[Company Name] will investigate all reports of suspected violations promptly and thoroughly. Disciplinary actions for violations may include termination of employment, legal action, or other appropriate measures.

## **11. Compliance Training**

Employees will receive training on this policy to ensure awareness and understanding of anti-bribery and corruption standards. Training will be provided regularly and as needed.

## **12. Record-Keeping**

[Company Name] will maintain records of training, due diligence on business partners, and investigations to demonstrate compliance with this policy.

## **13. Review and Updates**

This policy will be reviewed annually or as needed to ensure its ongoing relevance and compliance. Updates will be communicated to employees.

## **14. Policy Approval**

This Workplace Anti-Bribery and Corruption Policy has been reviewed and approved by:

[Name of CEO/Top Management]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Customize this template according to your organization's specific needs and industry regulations. Ensure that the policy is communicated to all employees and that they have access to the latest version. Additionally, seek legal advice to ensure compliance with applicable anti-bribery and corruption laws.*