



Approved By:	
Doc No:	
Date:	

## **Anti-Corruption Policy Opicorp (PTY) Limited T/A Auto Carriers**

### **1. Purpose**

Opicorp (PTY) Limited T/A Auto Carriers is committed to conducting its business in an ethical and lawful manner. This Anti-Corruption Policy aims to ensure that all employees, directors, officers, agents, and third parties acting on behalf of Opicorp (PTY) Limited T/A Auto Carriers understand and comply with anti-corruption laws and regulations, thereby preventing any form of bribery or corruption within the company.

### **2. Scope**

This policy applies to all employees, directors, officers, agents, contractors, consultants, and any third parties acting on behalf of Opicorp (PTY) Limited T/A Auto Carriers. It covers all business activities, including interactions with government officials, private sector clients, and other business partners.

### **3. Definition of Corruption**

Corruption is defined as the abuse of entrusted power for private gain. It includes bribery, which is the offering, giving, receiving, or soliciting of any item of value to influence the actions of an official or other person in charge of a public or legal duty.

### **4. Prohibited Conduct**

Opicorp (PTY) Limited T/A Auto Carriers strictly prohibits any form of bribery or corruption, including but not limited to:

- Offering, promising, giving, or authorizing others to give anything of value to any government official or private sector client to influence a decision or gain an improper advantage.
- Requesting, agreeing to receive, or accepting anything of value from any person or entity in return for an improper advantage or to influence a decision.
- Making facilitation payments, which are small unofficial payments to expedite routine government actions.

### **5. Gifts and Hospitality**

Employees and representatives of Opicorp (PTY) Limited T/A Auto Carriers may offer or accept reasonable and appropriate gifts and hospitality, provided that:



- They are not intended to influence a business decision or secure an improper advantage.
- They are given in an open and transparent manner.
- They comply with local laws and regulations.
- They do not exceed reasonable and customary business practice.

Any gift or hospitality that exceeds a nominal value must be reported to the Compliance Officer and recorded in the company's gift and hospitality register.

## ***6. Charitable Contributions and Sponsorships***

Opicorp (PTY) Limited T/A Auto Carriers supports charitable contributions and sponsorships that are legal and ethical under local laws and practices. However, such contributions must not be made to obtain or retain business or secure an improper advantage. All charitable contributions and sponsorships must be approved by the Accountant and a Section 18A certificate obtained.

## ***7. Political Contributions***

Opicorp (PTY) Limited T/A Auto Carriers does not make political contributions. Employees and representatives must not use company funds or resources to make political contributions.

## ***8. Due Diligence and Third-Party Compliance***

Opicorp (PTY) Limited T/A Auto Carriers will conduct appropriate due diligence on third parties, including agents, consultants, contractors, and business partners, to ensure they comply with anti-corruption laws and this policy. Contracts with third parties must include provisions to prevent bribery and corruption.

## ***9. Training and Communication***

All employees and relevant third parties will receive regular training on this Anti-Corruption Policy and related anti-corruption laws. The policy will be communicated to all employees, directors, officers, agents, and business partners.

## ***10. Reporting and Whistleblowing***

Employees and third parties are encouraged to report any suspected or actual violations of this policy. Reports can be made confidentially and anonymously to the Compliance Officer or through



the company's whistleblowing hotline. Opicorp (PTY) Limited T/A Auto Carriers prohibits retaliation against anyone who reports a violation in good faith.

### ***11. Compliance Officer***

The Compliance Officer is responsible for overseeing the implementation of this policy, conducting regular audits, and providing guidance on anti-corruption matters. The Compliance Officer will also maintain the gift and hospitality register and ensure appropriate due diligence is conducted on third parties.

### ***12. Consequences of Non-Compliance***

Violations of this Anti-Corruption Policy may result in disciplinary action, including termination of employment or contract, and may also lead to legal proceedings. Opicorp (PTY) Limited T/A Auto Carriers will cooperate fully with law enforcement authorities in the investigation and prosecution of any acts of corruption.

### ***13. Review and Updates***

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

### ***14. Approval and Implementation***

This Anti-Corruption Policy has been approved by the Directors of Opicorp (PTY) Limited T/A Auto Carriers. All employees, directors, officers, agents, and third parties are required to adhere to this policy and ensure its implementation in all business activities.