Anti-Bribery Policy

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Release Date:	28.5.2026	Approved By:	Adrian Spalatu
Review Due:	27.5.2027	Signature:	
Reference Standards:	ISO 9001:2015 – Quality Management System		

Policy Statement

It is the policy of Evikom Ltd to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our dealings wherever we operate. We are also committed to implementing and enforcing effective systems to counter bribery. This policy applies to all individuals working at all levels and grades, including senior managers, directors, employees (permanent, fixed term or temporary), consultants, contractors and any other person providing services to us. A bribe is a financial or other advantage offered or given:

- To anyone to persuade them to or reward them for performing their duties improperly.
- To any public official with the intention of influencing the official in the performance of his or her duties.

This policy does not prohibit giving and receiving promotional gifts of low value and normal and appropriate hospitality. However, in certain circumstances gifts and hospitality may amount to bribery and all employees must notify the company in respect of gifts and hospitality. We will not provide gifts or hospitality with the intention of persuading anyone to act improperly or to influence them in the performance of their duties.

We will keep financial records and have appropriate internal controls in place which will evidence the business reason for making any payments to third parties. All expense claims relating to hospitality, gifts or expenses incurred to third parties must be approved prior to expenditure. All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers, and business contacts, must be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off book" to facilitate or conceal improper payments.

Employees will be encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. No employee will suffer any detriment because of raising genuine concerns about bribery, even if they turn out to be mistaken. Internal control systems and procedures will be subject to audit under the internal audit process. The responsibility for the implementation of this policy lies with the Managing Director.

This Policy shall be reviewed at least annually and shall be read in conjunction with the Corporate IMS Manual[1].

Related Documents

The documents below relate to this policy and its requirements.

Reference	Title / Description	Document Location
1	PROCED30 IMS Manual	Company Drive

Version Control

Policy documents shall be reviewed by the author every 12 months.

Version	Release Date	Details of Change(s)	Author	Reviewed By
1.0	28.5.2026	Review and approval for issue	Adele Morrough	Adrian Spalatu
0.1	25.5.2026	Initial draft	Adele Morrough	Evikom