

ANTI-BRIBERY AND CORRUPTION POLICY

Company Name: Evolve Document Solutions Limited

Last Reviewed: 13th October 2025

Next Review Due: 12th October 2026

Policy Owner: Daniel Maddox – Director

1. PURPOSE

Evolve Document Solutions Limited is committed to conducting business fairly, honestly, and with integrity. We take a zero-tolerance approach to bribery and corruption and comply with the Bribery Act 2010.

2. SCOPE

This policy applies to:

- All employees, contractors, and agency staff.
- Any third parties acting on behalf of Evolve Document Solutions Limited, including suppliers and business partners.

3. WHAT IS BRIBERY?

Bribery is offering, giving, receiving, or soliciting something of value to improperly influence a business decision or gain an unfair advantage. Examples include:

- Offering cash or gifts to secure business.
- Accepting hospitality that creates a conflict of interest.
- Making facilitation payments (unofficial payments to speed up routine services).

4. OUR COMMITMENTS

We will:

- Not offer, give, or accept bribes under any circumstances.
- Record all hospitality, gifts, or charitable donations above a nominal value.
- Conduct business transparently and in line with UK legislation.
- Expect suppliers and partners to uphold the same standards.

5. RESPONSIBILITIES

- **Directors/Managers:** Ensure compliance with this policy and provide guidance where needed.
- **All Employees:** Must avoid any activity that could be considered bribery or corruption and report any concerns immediately.

6. REPORTING CONCERNS

Employees should report suspected bribery or corruption to their line manager or the Managing Director. All reports will be taken seriously and investigated.

7. BREACH OF POLICY

Any employee found to be in breach of this policy may face disciplinary action, up to and including dismissal. Breaches may also result in criminal prosecution under the Bribery Act 2010.

8. REVIEW

This policy will be reviewed annually, or sooner if required by changes in legislation or business practice.

APPROVAL

Signed:  (Managing Director)

Date: 1/11/2025