



Anti-Bribery Policy

Purpose

To set out the code of Business, compliance with The Bribery Act 2010.

Policy

The businesses affairs will be conducted in accordance with the highest ethical standards of honesty, fairness and openness.

The business operates a zero tolerance anti-bribery policy and will not pay or accept bribes.

Unique Support for Unique People (US4UP) operates a zero tolerance policy to tax evasion and the facilitation of tax evasion.

All business activities must be lawful and all in accordance with recognised accounting rules.

US4UP will respect the confidentiality of information concerning the affairs of its customers. Such information must not be disclosed to any third party, except in line with safeguarding legislation required by law.

The receipt or giving of hospitality and gifts must be done at an appropriate level, in an open, transparent and honest manner.

EXAMPLES

The following are examples of, but do not limit, activities that are considered to be contrary to the requirements of this policy:

- Falsifying information to hide the true nature of the invoice. For example using invoices that do not reflect the actual work carried out.
- Any manipulation of information that will result in inaccurate figures being produced.

For example:

- Overstating or understating work completed by the deliberate mis-costing of invoices.
- Incorrect dating of invoices.
- Mis-use or abuse of customer contracts for personal gain or benefit.
- Accepting or offering unduly lavish gifts or hospitality, including cash, to secure a personal or business advantage.

Policy will be reviewed January 2025