

**GENERAL DOS AND DON'T'S
FOR PREVENTION OF BRIBERY AND CORRUPTION**



Dos

- ✓ Ensure that payment offered to prospective Business Partners commensurate with the value of services provided.
- ✓ Choose a Business Partner based on merits (e.g. based on the price and quality of service offered).
- ✓ Always declare any ties (e.g. personal, business or family relationship) with the prospective Business Partner (if any).
- ✓ Where there is conflict of interest, disqualify yourself from the business transaction.
- ✓ Reject any attempt (by offering, promising or conferring personal advantage) by prospective Business Partners to dishonestly influence the business judgment / decision of Green Packet.
- ✓ Undertake due diligence on prospective Business Partners before commencing any business relationship.
- ✓ Make Green Packet's anti-corruption policy and obligations known to all Business Partners



Don'ts

- ✗ Never attempt to dishonestly influence any third party's decisions by offering, promising or conferring personal advantage or benefit.
- ✗ Never seek to exert improper influence on government officials or any thirdparty doing business with Green Packet.
- ✗ Never directly or indirectly offer or make promise of corrupt payments, (in cash or in kind) to government officials, including government-owned enterprises.
- ✗ Never have any dealings with any third party in respect of any corporate hospitality, entertainment or gifts (whether receiving or giving) in a non-transparent manner.
- ✗ Avoid dealing with any third party in respect of any corporate hospitality, entertainment or gifts (whether receiving or giving) during sensitive times such as immediately prior to the awarding of contract, or during active or anticipated procurement involving Green Packet.
- ✗ Never be involved in any discussions regarding business or employment opportunities, which would be for your own personal benefit or for the benefit of any third party during sensitive times immediately prior to the awarding of contract, or during active or anticipated procurement involving Green Packet.

*In the event that you are unsure of whether a situation/act would lead to corruption or bribery, please do not hesitate to contact the Ethics Committee at ethics@greenpacket.com

