

## Ground Truth Intelligence Limited

### Anti-Corruption and Anti-Bribery Policy

June 2020

An anti-corruption and anti-bribery policy, designed to give Ground Truth's employees and partners (specifically our Network Partners, as well as any individual or entity engaged to act on behalf of Ground Truth) guidance on countering bribery and corruption in compliance with the UK Bribery Act 2010.

#### 1. POLICY STATEMENT

1.1 It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption. These are core values of the Company and we also require that our partners adhere to these values in their dealing with the Company and its clients. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery and corruption.

1.2 We uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. We require that our partners take the same approach in the jurisdictions in which they operate. In addition, we and our partners are bound by UK laws, including the Bribery Act 2010, in respect of our conduct both at home and abroad, as well as local laws, where they are applicable. Where there is a difference between the local and UK laws, we and our partners are always bound by the more rigorous standard.

#### 2. ABOUT THIS POLICY

2.1 The purpose of this policy is to:

- (a) set out our responsibilities, and of those working for and on our behalf, in observing and upholding our position on bribery and corruption; and
- (b) provide information and guidance to those working for and on our behalf on how to recognise and deal with bribery and corruption issues.

2.2 It is a criminal offence to offer, promise, give, request, or accept a bribe. Individuals found guilty can be punished by up to ten years' imprisonment and/or a fine. As a company if we fail to prevent bribery we can face an unlimited fine, exclusion from tendering for public contracts, and damage to our reputation. It is important to us and our clients that we apply the highest standards in this area.

2.3 Our business requires us and our partners to obtain information on behalf of our clients. It is possible that, from time to time, there may be temptation to obtain some such information through improper payments or arrangements. This is a risk in our industry and for our business and therefore we have adopted specific measures to make our employees and partners aware of their obligations. In addition, we assess the reliability and integrity of our employees and partners and actively monitor for allegations, prosecutions or convictions against any of our employees or partners.

2.4 In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, as well as government and public bodies, including their advisors, representatives and officials, politicians and political parties.

2.5 This policy does not form part of any employee's contract of employment nor any contract with our partners and we may amend it at any time.

### **3.WHO MUST COMPLY WITH THIS POLICY?**

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners, sponsors, or any other person associated with us, wherever located. This includes our Network Partners.

### **4.WHO IS RESPONSIBLE FOR THE POLICY?**

4.1 The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

4.2 The Head of Operations has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering bribery and corruption. The Board oversees these control systems and procedures so as to ensure they are properly implemented.

4.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it.

4.4 You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Head of Operations at [operations@gtintel.io](mailto:operations@gtintel.io)

### **5.WHAT ARE BRIBERY AND CORRUPTION?**

5.1 According to our guiding document, the UK Bribery Act 2010, bribery is offering, promising, giving or accepting any financial or other advantage, to induce the recipient or any other person to act improperly in the performance of their functions, or to reward them for acting improperly, or where the recipient would act improperly by accepting the advantage.

5.2 An advantage includes money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or anything else of value.

5.3 A person acts improperly where they act illegally, unethically, or contrary to an expectation of good faith or impartiality, or where they abuse a position of trust. The improper acts may be in relation to any business or professional activities, public functions, acts in the course of employment, or other activities by or on behalf of any organisation of any kind.

5.4 Corruption is the abuse of entrusted power or position for private gain.

### **6.WHAT YOU MUST NOT DO**



It is not acceptable for you (or someone on your behalf) to:

- (a) give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- (b) give or accept a gift or hospitality during any commercial negotiations or tender process, if this could be perceived as intended or likely to influence the outcome;
- (c) accept a payment, gift or hospitality from a third party that you know or suspect is offered with the expectation that it will provide a business advantage for them or anyone else in return;
- (d) accept hospitality from a third party that is unduly lavish or extravagant under the circumstances;
- (e) offer or accept a gift to or from government officials or representatives, or politicians or political parties;
- (f) threaten or retaliate against another individual who has refused to commit a bribery offence or who has raised concerns under this policy;
- (g) pay or provide another form of inducement or benefit in kind to another party for information that they are not legitimately and legally able to provide; or
- (h) engage in any other activity that might lead to a breach of this policy.

## **7.FACILITATION PAYMENTS AND KICKBACKS**

7.1 We do not make, and will not accept, facilitation payments or "kickbacks" of any kind.

7.2 Facilitation payments, also known as "back-handers" or "grease payments", are typically small, unofficial payments made to secure or expedite a routine or necessary action (for example by a government official).

7.3 Kickbacks are typically payments made in return for a business favour or advantage.

7.4 You must avoid any activity that might lead to a facilitation payment or kickback being made or accepted by us or on our behalf, or that might suggest that such a payment will be made or accepted. If you are asked to make a payment on our behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Head of Operations.

## **8.GIFTS, HOSPITALITY AND EXPENSES**

8.1 This policy allows reasonable and appropriate hospitality or entertainment given to or received from third parties, for the purposes of:

- (a) establishing or maintaining good business relationships;
- (b) improving or maintaining our image or reputation; or

(c) marketing or presenting our products and/or services effectively.

8.2 The giving and accepting of gifts is allowed if the following requirements are met:

(a) it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;

(b) it is given in our name, not in your name;

(c) it does not include cash or a cash equivalent (such as gift certificates or vouchers);

(d) it is appropriate in the circumstances, taking account of the reason for the gift, its timing and value.

(e) it is given openly, not secretly;

(f) it complies with any applicable local law; and

(g) its maximum cash-equivalent value does not exceed US\$200

8.3 Promotional gifts of low value such as branded merchandise to or from existing customers, suppliers and business partners will usually be acceptable.

8.4 Reimbursing a third party's expenses, or accepting an offer to reimburse our expenses (for example, the costs of attending a business meeting) would not usually amount to bribery. However, a payment in excess of genuine and reasonable business expenses (such as the cost of an extended hotel stay) is not acceptable.

8.5 We appreciate that practice varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift, hospitality or payment is reasonable and justifiable. The intention behind it should always be considered.

## **9.DONATIONS**

9.1 We do not make contributions to political parties.

9.2 We may over time represent our views on relevant policy and regulatory issues to the authorities concerned. We will only do so through official channels and in an appropriate and transparent manner.

9.3 We only make charitable donations that are legal and ethical under local laws and practices. We may over time make charitable contributions to causes and organizations that are not politically affiliated. No donation must be offered or made without the prior approval of a member of the executive management team.

## **10.RECORD-KEEPING**

10.1 We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

10.2 You must declare and keep a written record of all hospitality or gifts given or received, which will be subject to managerial review.

10.3 You must submit all expenses claims relating to hospitality, gifts or payments to third parties in accordance with our expenses policy and record the reason for expenditure.

10.4 All accounts, invoices, and other records relating to dealings with third parties including suppliers and customers should be prepared with strict accuracy and completeness. Accounts must not be kept "off-book" to facilitate or conceal improper payments.

## **11.YOUR RESPONSIBILITIES**

11.1 You must ensure that you read, understand and comply with this policy.

11.2 The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

11.3 You must notify the Head of Operations or the CEO as soon as possible if you believe or suspect that a conflict with this policy has occurred, or is likely to occur in the future. For example, if a client or potential client offers you something to gain a business advantage with us, or indicates to you that a gift or payment is required to secure their business.

## **12.HOW TO RAISE A CONCERN**

12.1 You are encouraged to raise concerns about any issue or suspicion of bribery or corruption at the earliest possible stage.

12.2 If you are offered a bribe, or are asked to make one, or if you believe or suspect that any bribery, corruption or other breach of this policy has occurred or may occur, you must notify the Head of Operations or the CEO as soon as possible.

12.3 If you are unsure about whether a particular act constitutes bribery or corruption, raise it with the Head of Operations or the CEO.

12.4 In the event that the allegation relates to a member or members of the executive management team, please direct your concerns to the Board's governance advisor, who can be contacted at: [governance@gtintel.io](mailto:governance@gtintel.io).

## **13.PROTECTION**

13.1 Individuals who refuse to accept or offer a bribe, or who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

13.2 We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment

connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the CEO immediately.

13.3 Should you wish to raise your concern with someone who is more independent and not a member of the executive management team, please direct your concerns to the company's governance board advisor via: [governance@gtintel.io](mailto:governance@gtintel.io)

#### **14. TRAINING AND COMMUNICATION**

14.1 Training on this policy forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary.

14.2 Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

#### **15. BREACHES OF THIS POLICY**

15.1 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

15.2 This policy also relates to any parties acting on behalf of the company, including Network Partners. Following investigation of the incident in question, we reserve the right to terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.