Anti-Bribery and Corruption Policy

CAREERMAKERS RECRUITMENT (UK) LTD

Policy Objective:

To ensure full compliance with the Bribery Act 2010 by prohibiting bribery and other corrupt practices within all operations and business dealings.

Scope:

This policy applies to all employees, consultants, temporary workers, contractors, umbrella companies, and anyone acting on behalf of Careermakers Recruitment (UK) Ltd.

Definition of Bribery:

Offering, giving, receiving or soliciting of any item of value to influence the actions of an individual or company in a position of power.

Prohibited Actions:

- Offering or accepting bribes or facilitation payments

- Providing excessive gifts or hospitality

- Engaging in secret commissions or kickbacks

- Authorising corrupt payments through third parties

Gifts & Hospitality:

All gifts, entertainment, or hospitality offered or received with a value above £25 must be recorded in the company's Gifts & Hospitality Register and approved by a director.

Responsibilities:

- All staff must act with integrity and report any suspected bribery immediately.

- Management must implement appropriate monitoring and training.

Reporting Concerns:

If you suspect bribery or unethical conduct reports can be made confidentially and anonymously using a regular or anonymous temporary email account (e.g. ProtonMail) to:

John Webb
Operations Director
john.webb@career-makers.co.uk

Reports will be kept confidential, and no action will be taken against staff who report in good faith.

Union Representation

Careermakers Recruitment (UK) Ltd recognises the right of all employees to join and be represented by a trade union of their choice. The company supports open and constructive dialogue with recognised trade unions and will not tolerate any form of bribery, coercion, or improper influence in matters related to union membership or representation.

Employees are entitled to:

- Engage in lawful trade union activities without fear of retaliation or discrimination.
- Be accompanied or represented by a trade union representative during grievance, disciplinary, or other formal proceedings, in accordance with applicable laws.
- Report any attempt to bribe or improperly influence union representatives, or any misuse of union position, under the procedures set out in this policy.

All union-related interactions must adhere to the same standards of integrity, transparency, and anti-corruption outlined in this policy.

Disciplinary Action:

Any employee found to be involved in bribery will face disciplinary action up to and including dismissal. The company may also report the matter to the authorities.

Name: _____

Position: _____

Signature: _____