

## Anti-Bribery & Corruption Policy

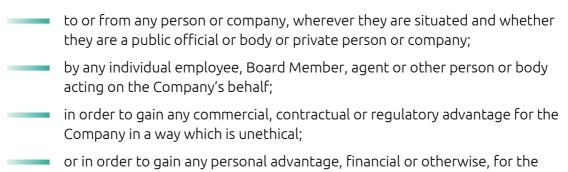
Banner Business Solutions Ltd T/A Complete values its reputation for ethical behaviour and for financial probity and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation.

This policy statement prohibits any inducement which results in a personal gain or advantage to the recipient, or any person or body associated with them, and which is intended to influence them to take action, which may not be solely in the interests of the Company or of the person or body employing them or whom they represent.

This Policy Statement applies to all employees who work for the Company, including temporary or agency staff.

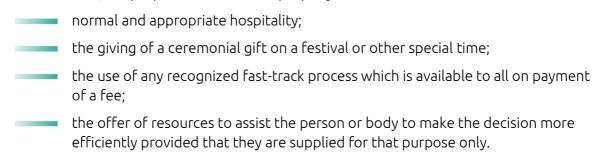
## The Company prohibits:

the offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement;



This policy is not meant to prohibit the following practices providing they are customary in a particular market, are proportionate and are properly recorded:

individual or anyone connected with the individual.



The Company's Employee Handbook gives details of the actions to be taken where they perceive fraudulent or corrupt acts are being perpetrated, and includes a Whistle Blowing procedure.

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to a Director.

Banner Business Solutions Limited. T/A Complete. Registered Office: 1st Floor, 1 Europa Drive, Sheffield, S9 1XT. T: 0845 644 8707. F: 0845 644 8708. W: www.complete.co.uk. Registered in England No: 02405637. VAT No: 391 0857 40.

Complete is a trading name of Banner Business Solutions Limited.

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The Directors of Complete give full backing to this policy and will support all those who endeavour to carry it out. The policy will be kept up to date, particularly as the business changes in nature and size and will be reviewed annually.

John Barker

Managing Director

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