

# ALAMAYA

Intermediary | Consultancy | Government Services

## ANTI-BRIBERY AND CORRUPTION POLICY (ALAMAYA/QMS/ABC/POLICY)

Updated: June 2020

This policy covers Alamaya Consultancy Limited Mauritius and Alamaya Consultancy Limited Kenya.

MD Signature:



ALAMAYA CONSULTING  
LIMITED  
c/o P. O. Box 75903 – 00200,  
NAIROBI, KENYA

ALAMAYA CONSULTING  
LIMITED  
Endemika Business Park Phase 2  
PETIT RAFFRAY, MAURITIUS

## PREAMBLE

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to ensure that the Company's business is conducted in a socially responsible manner.

## POLICY STATEMENT

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

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. 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.

We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate in respect of our conduct both at home and abroad. However, we remain bound by the laws of Kenya and Mauritius and institutional policies that are applicable such as the Anti-Corruption and Economic Crimes Act, 2003 (Kenya) (e.g. Public Officer Ethics Act, 2003; Public Procurement and Disposal Act 2005, and the Government Financial Management Act, 2004, Kenya) and The Prevention of Corruption Act 2002 (Mauritius).

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and a fine. If we are found to have taken part in corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

## SCOPE

### Who is covered by the policy?

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

This policy applies to all individuals working at all levels and grades, including senior managers, directors, Personnel (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with Alamaya, or any of its subsidiaries or their personnel, wherever located (collectively referred to as personnel in this policy).

This policy covers:

- Bribes
- Gifts and hospitality
- Facilitation payments
- Political contributions
- Charitable contributions

## BRIBES

Personnel must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). Specifically, personnel must not bribe foreign public officials anywhere in the world.

## GIFTS AND HOSPITALITY

- Personnel must not offer or give any gift or hospitality to any public personnel or government officials or representatives, or politicians or political parties.
- Personnel may not accept any gift or hospitality from our clients or business partners no matter what the monetary amount.

We appreciate that the practice of giving business gifts 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 or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

## FACILITATION PAYMENTS AND KICKBACKS

Facilitation payments are a form of bribery made for the purpose of expediting or facilitating the performance of a public official for a routine governmental action, and not to obtain or retain business or any improper business advantage. Facilitation payments tend to be demanded by low level officials to

obtain a level of service which one would normally be entitled to. Our strict policy is that facilitation payments must not be paid.

## POLITICAL CONTRIBUTIONS

Alamaya does not make donations, whether in cash or kind, in support of any political parties or candidates, as this can be perceived as an attempt to gain an improper business advantage.

## CHARITABLE CONTRIBUTIONS

Charitable support and donations are acceptable (and indeed are encouraged), whether of in-kind services, knowledge, time, or direct financial contributions. However, personnel must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery. We only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval of the Managing Director. All charitable contributions should be publicly disclosed.

## PERSONNEL RESPONSIBILITIES

Personnel must ensure that they read, understand and comply with this policy.

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. All personnel are required to avoid any activity that might lead to, or suggest, a breach of this policy.

Personnel must notify the Managing Director as soon as possible if it is believed or suspected that a conflict with or breach of this policy has occurred or may occur in the future.

Any Personnel who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy.

## How to Raise a Concern?

Personnel are encouraged to speak to the Managing Director or follow the Whistleblowing Policy.

## What to do if encountered with bribery or corruption?

It is important that personnel tell the Managing Director as soon as possible if offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

### Protection

Personnel who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. Alamaya 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.

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 Managing Director immediately. If the matter is not remedied, the issue should be raised formally using the company's Grievance Procedure.

## TRAINING AND COMMUNICATION

Training on this policy forms part of the induction process for all new personnel. All existing personnel will receive regular, relevant training on how to implement and adhere to this policy. In addition, all personnel will be asked to formally accept conformance to this policy on an annual basis.

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.

## WHO IS RESPONSIBLE FOR THE POLICY?

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

The Managing Director has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

## MONITORING AND REVIEW

The Managing Director will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

All personnel are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Personnel 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 Managing Director.

This policy forms part of any personnel's contract of engagement and it may be amended at any time.