

## Anti-bribery and Corruption Policy

### Introduction

Bribery is, in the conduct of the company's business, the offering or accepting of any gift, loan, payment, reward or advantage for personal gain as an encouragement to do something which is dishonest, illegal or a breach of trust.

Bribery is a criminal offence. The Company prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by ProCook colleagues or by third parties acting for or on behalf of ProCook.

### Offences

It is a criminal offence to:

- offer a bribe;
- accept a bribe;
- bribe a foreign official;
- as a commercial organisation, to fail to prevent a bribe.

You should be aware that if you are found guilty by a court of committing bribery, you could face up to 10 years in prison and/or an unlimited fine. The Company could also face prosecution and be liable to pay a fine.

### Purpose

The purpose of this policy is to convey to all colleagues and interested parties of ProCook the rules of the Company in relation to our unequivocal stance towards the eradication of bribery and our commitment to ensuring that ProCook conducts its business in a fair, professional and legal manner.

### Definitions of bribery and corruption

Corruption is the misuse of office or power for private gain. Bribery is a form of corruption which means in the course of business:

- Giving or receiving money, gifts, meals, entertainment or anything else of value.
- As an inducement to a person to do something which is dishonest or illegal.

### Scope

This policy applies to all colleagues of ProCook, regardless of seniority or site. It also extends to anyone working for or on our behalf e.g. those engaged by us on a self-employed basis or an agency arrangement.

We will encourage the application of this policy where our business involves the use of third parties e.g. suppliers; contractors.

### Policy

It is prohibited, directly or indirectly, to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to

gain commercial, contractual or regulatory advantage for the Company, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

It is also prohibited to act in the above manner in order to influence an individual in their capacity as a foreign public official. You should not make a payment to a third party on behalf of a foreign public official.

If you are offered a bribe, or a bribe is solicited from you, you should not agree to it unless your immediate safety is in jeopardy. You should immediately contact our Company Secretary via [cosec@procook.co.uk](mailto:cosec@procook.co.uk) so that action can be taken if considered necessary. You may be asked to give a written account of events.

If you, as an colleague or person working on our behalf, suspect that an act of bribery, or attempted bribery, has taken place, even if you are not personally involved, you are expected to report this to our Company Secretary via [cosec@procook.co.uk](mailto:cosec@procook.co.uk). You may be asked to give a written account of events.

Appropriate checks will be made before engaging with suppliers or other third parties of any kind to reduce the risk of our business partners breaching our anti-bribery rules.

The Company will ensure that all of its transactions, including any sponsorship or donations given to charity, are made transparently and legitimately.

ProCook takes any actual or suspected breach of this policy extremely seriously and will carry out a thorough investigation should any instances arise.

We will uphold laws relating to bribery and will take disciplinary action against any colleague, or other relevant action against persons working on our behalf or in connection with us, should we find that an act of bribery, or attempted bribery, has taken place. This action may result in your dismissal if you are an colleague, or the cessation of our arrangement with you if you are self-employed, an agency worker, contractor etc.

Staff are reminded of the Company's Whistleblowing Policy which is available in the Colleague Handbook, or within the policies section of our corporate website [www.procookgroup.co.uk](http://www.procookgroup.co.uk).

## **Gifts and hospitality**

We realise that the giving and receiving of gifts and hospitality where nothing is expected in return helps form positive relationships with third parties where it is proportionate and properly recorded. This does not constitute bribery and consequently such actions are not considered a breach of this policy.

*Gifts* include money; goods (flowers, vouchers, food, drink, event tickets when not used in a hosted business context); services or loans given or received as a mark of friendship or appreciation.

*Hospitality* includes entertaining; meals or event tickets (when used in a hosted business context) given or received to initiate or develop relations. Hospitality will become a gift if the host is not present.

No gift should be given nor hospitality offered by an colleague (anyone working on our behalf) to any third party in connection with our business without receiving prior written approval from a member of the Exec team.

Similarly, no gift nor offer of hospitality should be accepted by an colleague or anyone working on our behalf without receiving prior written approval from a member of the Exec team.

A record will be made of every instance in which gifts or hospitality are given or received; a form will be available from the People team and must be returned to them for filing, once completed.

Any low value gifts received (for example a bottle of wine from a supplier at Christmas) may be required to be donated for a ProCook head office raffle or other charity fundraising event. Please consult with your Exec team for guidance.

As the law is constantly changing, this policy is subject to review and the Company reserves the right to amend this policy without prior notice.

All colleagues will be required to re-confirm their acceptance of this policy at least annually.

**Approved by The Board of Directors**

**Date: 26 September 2024**