

## ANTI-BRIBERY AND CORRUPTION POLICY

The purpose of this policy is to ensure that employees are aware of their duties towards the Company to report and help to prevent any acts of bribery across the organisation.

AMD will not tolerate any acts of bribery and corruption and is committed to acting professionally and ethically in all its business dealings and relationships.

This policy applies to all individuals working at all levels, including senior managers, directors, employees, contractors, trainees, casual workers, agency staff, volunteers, agents, sponsors, or any other person associated with us.

An individual who is found to have committed an offence of bribery can be imprisoned for a term of up to ten years, and the Company could face an unlimited fine for any bribery related offences committed by a person associated with us.

As a result, all employees and workers are required to comply with the procedures which the Company has put in place to prevent persons associated with us from committing acts of bribery and corruption.

The Bribery Act 2010 also introduces a new form of corporate liability for failing to prevent bribery on behalf of a commercial organisation.

### Responsibilities

The Director Mr Fraser Dykes is responsible for ensuring that AMD Contract Services Ltd complies with all the necessary requirements to ensure that any instances of bribery are identified and dealt with by taking the necessary actions to counter bribery.

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

### Reporting a concern

At AMD we will encourage staff to notify immediate supervisors as soon as possible if they believe or suspect that a conflict with this policy has occurred, or may occur in the future.

Concerns should be reported by following the procedure set out in the Company Employee Handbook.

### Review

This policy statement will be reviewed annually.

Signed: Fraser W Dykes

Date: 23/07/2017

Name: Fraser W Dykes

Position: Director