

Anti-Bribery & Anti-Corruption Policy

Policy Statement

MAINSTREAM MEASUREMENTS LIMITED has zero-tolerance for bribery and corrupt activities and is committed to conducting business in an ethical and honest manner.

MAINSTREAM MEASUREMENTS LIMITED are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country we operate.

MAINSTREAM MEASUREMENTS LIMITED will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of the UK, including the Bribery Act 2010, in regards to our conduct both at home and abroad.

Individuals employed by **MAINSTREAM MEASUREMENTS LIMITED** must not engage in any form of bribery, whether it being directly (*any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage*), passively (*If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law*), or through a third party (*such as an agent or distributor*).

What is and what is NOT acceptable

Gifts and hospitality

MAINSTREAM MEASUREMENTS LIMITED accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- b. It is not made with the suggestion that a return favour is expected.

- c. It is in compliance with local law.
- d. It is given in the name of the company, not in an individual's name.
- e. It does not include cash or a cash equivalent (e.g., a voucher or gift certificate).
- f. It is appropriate for the circumstances (e.g., giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j. It is not above a certain excessive value, as pre-determined by the Managing Director (usually in excess of £100).

Where it is inappropriate to decline the offer of a gift (i.e., when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to the Managing Director, who will assess the circumstances.

MAINSTREAM MEASUREMENTS LIMITED recognises that the practice of giving and receiving business gifts varies between countries, regions, cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

Charitable Contributions

MAINSTREAM MEASUREMENTS LIMITED accepts the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes. Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

MAINSTREAM MEASUREMENTS LIMITED will ensure that all charitable donations made are legal and ethical under local laws and practices.

Training and communication

MAINSTREAM MEASUREMENTS LIMITED will provide training on this policy as part of the induction process for all new employees.

Our anti-bribery and corruption policy and zero-tolerance attitude will be clearly communicated to all suppliers, contractors, business partners, and any third parties at the outset of business relations, and as appropriate thereafter.