



Bribery and Corruption Policy

Total Glass Limited will not tolerate bribery or corruption in any form.

Total Glass Limited (the company) prohibits the offering, giving, solicitation or the acceptance of any bribe or corrupt inducement, whether in cash or in any other form:

- To or from any person or company wherever located whether a public body, or a private person or company;
- By any individual employee, director, agent, consultant, contractor or any other body acting on the firm's behalf;
- In order to gain any commercial, contractual, or regulatory advantage for the firm in any way which is unethical or to gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

This policy is not intended to prohibit the following practices provided they are appropriate, proportionate and are properly recorded:

- Normal hospitality, provided that it complies with the firm's Corporate Hospitality Policy;
- Fast tracking a process which is available to all on the payment of a fee; and/or providing resources to assist a person or body to make a decision more efficiently, provided that it is for this purpose only.

It may not always be a simple matter to determine whether a possible course of action is appropriate.

If you are in any doubt as to whether a possible act might be in breach of this policy or the law, the matter should be referred to your Line Manager. If necessary, guidance should also be sought from the HR Manager

The firm will investigate thoroughly any actual or suspected breach of this policy, or the spirit of this policy. Employees found to be in breach of this policy may be subject to disciplinary action which result in their dismissal.

A handwritten signature in black ink, appearing to be "J Jones", written in a cursive style.

J Jones
Managing Director

23rd January 2018