

Fraud and Corruption Policy Statement

A good reputation is a hard and long fought for asset, which we must protect at all times. Our ability to tender for new business and our ability to keep positive and prosperous relationships with existing customers depends solely upon the good reputation that we have established. This means all members of Reactive Zero Two acting to the highest personal, ethical and corporate standards in everything we do. It means making sure all our actions and decisions support the company's vision and values.

The Directors of Reactive Zero Two Ltd believe and are committed to ensuring that we have company culture that encourages and exercises the highest standards of corporate and personal conduct. All Directors and senior employees are expected to set an example to the rest of the company by demonstrating a proper respect for the system of internal controls.

Reactive Zero Two expects its employees to exercise the highest standards of corporate and personal conduct including:

- **Accountability** – All work must be able to stand the tests of audit, propriety and professional codes of conduct.
- **Probity** – Everyone is expected to show absolute honesty and integrity in all dealings.
- **Openness** – Reactive Zero Two activities should be sufficiently transparent to promote confidence between Reactive Zero Two and its staff, supply chain partners and members, clients and the general public.
- **Zero tolerance** – Reactive Zero Two has a zero tolerance of fraud, bribery and corruption.

All reported or suspected irregularities will be investigated in accordance with the Reactive Zero Two Fraud and Corruption Policy. This Fraud & Corruption Policy will be widely distributed through Reactive Zero Two.

Purpose and definitions

The purpose of the Fraud & Corruption Policy is to put in place systems, policies and procedures which deter acts of theft, fraud, bribery, corruption, or any other irregularity.

Any irregularity may be defined as any breach of the standards of financial integrity required by Reactive Zero Two, including a breach of Financial Regulations. Irregularities fall broadly within the following categories, in first three of which are criminal, as well as disciplinary, offences.

- **Theft** – The dishonest taking of property belonging to another with the intention of depriving that other permanently of its possession.
- **Fraud** – The intention distortion of financial statements or other records by persons internal or external to Reactive Zero Two, to conceal the misappropriation of assets or otherwise for gain.
- **Bribery** – The offering, giving, soliciting or acceptance of a financial or other advantage to encourage any person to perform their functions or activities improperly or to reward any person for having already done so.
- **Other irregularity** – Failure to observe financial regulations, financial authorities, policies and procedures.

This policy will be communicated throughout the organisation and subject to an annual review.

AUTHORISED BY:



Toby Gale

Operations Director of Reactive Zero Two Ltd

Reviewed 10th January 2024