

**Amãna Bank**



It's *Your* Bank

**ANTI BRIBERY AND CORRUPTION  
POLICY**

**HUMAN RESOURCES DIVISION**

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## **INTRODUCTION**

It is recognized that bribery and corruption have an adverse effect on communities wherever they occur. Bribery and corruption has the ability to impede economic growth and undermine accountability, threaten laws, democratic processes and basic human freedoms, impoverishing states and distorting free trade and competition. Corruption is often associated with organized crime, money laundering and, on occasions, the financing of terrorism.

Amana Bank PLC is committed to maintaining the highest standards of ethical and professional conduct and we have zero tolerance for bribery and corruption and are committed to identifying and preventing bribery and corruption through the implementation of a robust mechanism through ABC Policy.

ABC Policy sets out the minimum standards of behavior that are expected from all our staff, directors, senior management and employees, as well as consultants and agents indirectly representing the Company and this Code is supported by relevant policies and procedures that you are also expected to read and understand. It should also be read in conjunction with the HR policy, Code of Conduct and your employment contract.

# **1. Purpose**

The overall objective of this policy is to establish and maintain a mechanism for setting high standards for conduct and ethical behavior amongst the employees for the purpose of maintaining a sustainable culture of ethical business practices and complying with statutory and regulatory requirements of the country concerning bribery and corruption. The Anti-bribery & corruption (ABC) policy sets out the minimum standards of behavior expected by Board of Directors of the Bank, all employees of the Bank and persons who are authorized to act on behalf of the Bank (Agents, advisors, representatives, intermediaries, contractors, subcontractors, suppliers).

Matters and issues arising out of Bribery and Corruption have serious consequences for employees as well as for the Bank. An employee who gives, receives or agrees to give or receive a bribe violates all parameters of professional, business and ethical conduct and further commits a criminal and/or regulatory offense potentially exposing the Bank to criminal and/or regulatory liability and civil lawsuits locally and/or globally. The employees may also be liable to civil and/or criminal fines, penalties and/or imprisonment. Further, incidents of bribery and corruption could pose very high level reputational and financial risks to the Bank. Hence, a necessity arises to maintain an anti-bribery and corruption framework well cemented within the Bank.

## **2. Definition of Bribery and Corruption**

### **2.1. Bribery**

Bribery is commonly described as offering, promising, giving, requesting, accepting, authorizing, soliciting or agreeing to receive anything of value either directly or indirectly to or by an individual, in order to improperly induce, influence or reward the performance of a function or an activity. Bribery occurs in a commercial background or involves the misuse of office or authority/power for private gain in order to obtain, retain or direct business or to improperly secure any other advantage in the conduct of business.

In simple terms bribery involves the process of an individual attempting to entice another do something for him/her by giving the other money, presents, entertainment or any other benefit or service that the other deems of value.

## **2.2. Corruption**

Corruption could be defined as any activity that involves the abuse of position or power for an improper personal or business advantage whether in the public or private sector. This is also a state or situation emanating from providing, soliciting, sanctioning or offering a bribe.

## **3. Corporate Commitment**

The Anti-Bribery and Corruption Policy and the procedure is binding on all employees and The Bank exercises a zero tolerance policy towards bribery and corruption. The Bank is committed to initiate stern measures against all staff members who violate this policy, irrespective of their position or experience, under the covenants of the Bank's Disciplinary Procedure. The Bank is also committed to transparency in all its dealings. This includes transparency in managing actual, potential or perceived conflict of interest, and transparency in Bank's dealings with the customers and suppliers. Transparency also extends to the way in which relationships are managed with people who are politically exposed, recruitment, remuneration process and dealings with the regulators.

## **4. Prohibition/Prevention**

### **4.1. Prevention of Bribery**

All employees are prohibited from

- Offering or suggesting a bribe, or consenting the offer or proposal of a bribe
- Paying bribes
- Soliciting or accepting a bribe to influence a decision, to obtain unauthorized access to confidential information, or to do or not to do a particular act
- Making facilitation payments
- Contracting a third party to any of the above acts
- Engaging vendors or suppliers who are known and or vulnerable for bribery and corruption
- Processing funds known to be or reasonably suspected of being the proceeds of bribery or corruption.

## **5. Facilitation Payments**

Facilitation payments are petty and unofficial, undue payments paid to execute or accelerate a certain function or establish a certain action by an official.

### **5.1. Payments/Fees to Government Institutions**

All employees shall ensure that such fees made should be limited to the official charges imposed by the relevant government, semi government institutions.

### **5.2. Donations to Charities**

Donations should be made direct to the organizing/managing bodies and not through third parties especially when a public official/body is associated

### **5.3. Sponsoring Politicians/Political Parties**

No such payments should be made under any circumstance

### **5.4. Engaging Public Officials**

All employees should not influence or attempt to influence public officials in order to obtain approvals, permissions or sanctions or to obtain or retain business or an advantage in business. All employees should obtain their line Mancom' s approval in inviting public officials, their relatives or their close associates for functions organized by the Bank.

### **5.5. Employment Contracts**

Recruitment initiatives must be merit based, fair and in compliance with the HR Procedure of the Bank. Hiring for temporary or permanent roles must not be used to influence third parties or to obtain or retain business or an advantage in business. Adequate measures should also be taken to inform the management of the bank when recruiting candidates reportedly having contacts with public officials.

## **5.6. Books and Records**

The Bank shall not engage in improper accounting or concealment of complete and accurate financial activity. In the event an employee needs to provide anything of value (other than the branded souvenir items of the Bank) to customers, whether current or potential, public officials or any other third party as token of appreciation, they have the responsibility to obtain approval for the same from the respective Mancom member and for accurately documenting the provision of the value provided.

Equally, the Bank shall maintain records for anything of value provided by the customers, potential customers, public officials and any other third party (Refer section 6.19. Gifts under HR policy).

## **6. Responsibility of the Business and Line Managers**

All unit (Branches and Departments) managers will have the primary responsibility for educating staff on the ABC requirements and ensure compliance with the ABC regulations. All employees are accountable to set a strong culture of honesty and integrity by leading by example.

## **7. Reporting of Fraud Incidents to the Board of Directors**

In the event an act of bribery or corruption of significance has taken place, Human Resources Department will conduct an initial investigation and submit the report to Chief Operating Officer of the Bank. In the event that the incident is reported through a whistle blow channels the process outlined in the whistle blowing policy will be followed by the whistle blowing committee based on the investigation performed by IAD.

Responsibility of reporting of this incident to the Board will depend on the circumstances.

## **8. Duty of Staff in Adhering and Reporting**

All staff members are responsible for the prevention, detection and reporting of bribery and other forms of corruption in connection with the conduct of business of the Bank irrespective of their level of employment.

All staff members are encouraged to report any incident or attempt to offer or receive bribe or engage in corruption under the whistle blowing policy of the Bank. The reporting will be directed to authorities designated under the whistle blowing policy of the Bank.

## **9. Training and Awareness**

The Human Resources Division will ensure the contents of this policy are accessible to staff on the Bank's intranet and e-learning portals. New employees joining the Bank will be required to sign off confirming that they have read and understood the contents and stipulations of the ABC policy and confirm the adhere to same.