

# The JPM Group

White House Farm, St James Road, Goffs Oak, Herts, EN7 6TR  
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## Anti-Bribery and Corruption Policy

The JPM Group is committed to ensuring that its business is conducted according to ethical, professional and legal standards in a fair, honest and open manner. We will endeavour to ensure that this is reflected in every aspect of the business that we undertake, so that we bring integrity to all our dealings.

Bribery and corruption expose the group, its employees and business partners to the risk of criminal prosecution in addition to harming the Group's reputation. Accordingly The JPM Group operates a zero tolerance of all forms of bribery and corruption. It is vital that we ensure that our employees and those who work on our behalf understand their responsibilities and operate to high ethical standards.

### **What is Bribery?**

Bribery is the offer, promise, giving, demanding or acceptance of an advantage in monetary or other form, as an inducement or reward for the improper performance of a function or activity which is expected to be performed in good faith, or impartially or by someone in a position of trust. Bribery is a criminal act.

Bribery and corruption can take many forms. It is not possible to provide an exhaustive list of examples of bribery or corruption which may be made directly or indirectly through a third party.

However some examples may include:

- The direct or indirect promise, offering or authorisation of anything of value
- The offer or receipt of any kickback, loan, fee, reward of other advantage
- The giving of aid, donations or voting designed to exert improper influence
- Payments for lavish or inappropriate entertainment or travel
- Favours including offers of employment
- Inflated commissions
- Fake consultancy fees

### **What is Corruption?**

Corruption is the mis-use of power for gain.

### **What is a Kickback?**

Kickbacks are a particular form of bribery. A kickback usually involves the return of a percentage of a sum of money already requested or received, typically as a result of pressure, coercion or a secret agreement. A kickback can be initiated and received by a corrupt individual, usually simultaneously with or after the completion of a business transaction.

### **What is a facilitation Payment?**

This occurs when a person holding office, whether public or private, uses a position of strength (i.e. Authority to perform a normal action or service) either with or without extortion to demand a bribe (for either carrying out what the person was appointed to do, to do it faster or to omit doing a required action) from the person or enterprise needing the action performed (or omitted to be done), even though these payments may be small in absolute terms for the payer.



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## Our Principles:

We prohibit the offer, gift, or acceptance of a bribe in any form, including kickbacks on any portion of a contract payment, facilitation payments or the use of other routes or channels to provide improper benefits to customers, agents, contractors, suppliers or employees of any such party or government officials. Whether extorted or not, facilitation payments are bribes and as such are also prohibited.

We also prohibit any employee or business partner from arranging or accepting a bribe, facilitation payment or kickback from customers, agents, contractors, suppliers, or employees of any such party or from government officials, for their own benefit or that of their family, friends, associates or acquaintances.

We oppose all forms of bribery and corruption, large as well as small, whether initiated by corrupt officials or corrupt companies or individuals and whether it takes place in the public or private sector or in the UK or abroad.

## The JPM Group 10 Point Plan against Bribery and Corruption:

The JPM Group have adopted a 10 point plan to combat bribery and corruption:

1. The commitment from the directors and owners to the company's internal controls, ethics and compliance programmes and measures for preventing and detecting bribery and corruption.
2. The audit process will be required to oversee the development and implementation of this policy and to monitor compliance. The Finance Director has the executive responsibility to implement the policy and report to the audit process.
3. The assessment of risk of bribery and corruption taking place within The JPM Group's business and the development of effective, efficient and transparent controls to reduce exposure to those risks.
4. The establishment of a clearly articulated and visible corporate policy to implement The JPM Group's principles prohibiting bribery and corruption at all levels of the business. This policy incorporates the associated policies (listed below) and is communicated to all employees throughout The JPM Group and to third parties, including our joint venture partners, consultants, representatives, agents, contractors and suppliers ("business partners"):
  - Business and ethics policy embedded into our daily business and decision making
  - Gifts, corporate hospitality and promotional expenditure
  - Whistle blowing policy
5. The adoption of appropriate referencing procedures on new staff and due diligence on business partners coupled with a requirement that our employees and business partners read and comply with this Anti-Corruption and Bribery Policy and its associated policies as well as future updates issued from time to time. Where reasonably possible, a requirement will be imposed on our business partners to impose similar requirements on their own third parties.

Dated: 01/03/13

Signed: 

Mr. James P McCabe Managing Director



The JPM Group is the trading name of JPM Contractors Ltd (Registered in England & Wales Number 03910982) and JPM Plant Hire Ltd (Registered in England & Wales Number 05981120)

