



Anti-Bribery & Anti-Corruption Policy

1. Purpose of this Document

This policy outlines the responsibilities of all individuals working for Fruitful Jobs Ltd in upholding our strict stance against bribery and corruption. It also serves as a guide to help employees recognise and address related issues.

2. Policy Statement

Fruitful Jobs Ltd is dedicated to ethical business practices and preventing bribery. We uphold a zero-tolerance approach to bribery and corruption, ensuring that all business dealings are conducted with integrity, fairness, and professionalism, regardless of location.

3. Scope of the Policy

This policy applies to all employees, workers, and third parties associated with Fruitful Jobs Ltd. Third parties include all individuals and organisations we engage with, such as clients, customers, and suppliers. Any agreements with third parties must include clear contractual terms requiring compliance with anti-bribery and corruption standards.

4. Definition of Bribery

Bribery involves offering, giving, requesting, or accepting something of value to improperly influence a decision or action. A bribe can be any inducement, reward, or valuable item exchanged to gain a business or personal advantage.

5. Acceptable and Unacceptable Practices

a. Gifts & Hospitality

Fruitful Jobs Ltd permits customary business hospitality and goodwill gestures, provided they meet the following conditions:

- They are not intended to influence business decisions or create an obligation.

- They comply with local laws.

- They are given in the company's name, not an individual's name.

- They do not involve cash or cash equivalents.

- They are appropriate in nature and value for the occasion.

- They are transparent and properly disclosed.

b. Facilitation Payments & Kickbacks

Fruitful Jobs Ltd strictly prohibits facilitation payments and kickbacks. These are considered forms of bribery, often involving unofficial payments to expedite routine actions.

c. Political Contributions

The company does not make donations to political parties or candidates, as this may be perceived as an attempt to gain improper business advantages.



d. Charitable Contributions

Fruitful Jobs Ltd supports charitable donations through services, knowledge, time, or direct financial contributions. Employees must ensure that such donations are not used as a means to disguise bribery.

6. Employee Responsibilities

Employees must read, understand, and adhere to this policy. They are responsible for preventing, detecting, and reporting any concerns about bribery or corruption. Any breaches of this policy may lead to disciplinary action, including dismissal, and termination of contracts with external parties.

7. Reporting Concerns

a. Raising a Concern

Employees are encouraged to report any suspected instances of bribery or corruption as soon as possible. If uncertain about specific actions, they should seek guidance from management.

b. Protection for Whistleblowers

Fruitful Jobs Ltd will support employees who raise concerns in good faith, ensuring that they do not suffer retaliation or detrimental treatment.

8. Training & Communication

This policy will be reviewed every two years, and relevant training will be provided to ensure employee awareness. A zero-tolerance approach to bribery and corruption will be clearly communicated to all stakeholders, including suppliers and business partners.

9. Review & Monitoring

The policy's effectiveness will be monitored by designated personnel and reviewed at least every two years. Employees are encouraged to provide feedback on how the policy can be improved.