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Status

## S Billing & Associates Anti-Bribery & Anti-Corruption Policy

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### 1 Purpose of this Policy

This anti-bribery policy exists to set out the responsibilities of S Billing & Associates and those who work for us in regards to observing and upholding our zero-tolerance position on bribery and corruption.

It also exists to act as a source of information and guidance for those working for S Billing & Associates. It helps them recognise and deal with bribery and corruption issues, as well as understand their responsibilities.

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### 2 Policy Statement

S Billing & Associates is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. S Billing & Associates has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever we operate.

S Billing & Associates will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of the Commonwealth of Australia, including the *Criminal Code Act 1995* (Cth) and the *Corporations Act 2001* (Cth).

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### 3 Application of this Policy

This policy applies to S Billing & Associates, its Directors, Employees and associates. For the purposes of this policy, **associates** means any third party individual or organisation who is not an employee or

a director and who performs, or plans to perform, work for or on behalf of S Billing & Associates and its clients and includes, clients, suppliers, consultants, contractors, sub-contractors, joint-venture and alliance partners, and other representatives and third-parties performing services for, or on behalf of, S Billing & Associates.

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## 4 Definitions

For the purposes of this Policy, the following definitions apply:

**Bribery** is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal, unethical or a breach of trust. A bribe is an inducement or reward offer, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage and can take the form of gifts, loans, fees, rewards, or other advantages e.g. Donations.

**Corruption** is the abuse of entrusted power for private gain.<sup>1</sup>

**Director** means Serena Anne Billing and Simon Michael Billing.

**Employee** means any person performing duties on behalf of S Billing & Associates, whether or not directly employed or contracted by S Billing and Associates and including, directors and officers and permanent, casual, fixed term, temporary, volunteer or agency workers.

**Facilitation Payments** are payments to a Public Official to secure or expedite a routine action or service to which an individual or company is already entitled. They are a form of bribe.

**Public Official** means a person holding a legislative, administrative or judicial office, whether by appointment, election or succession, or any person exercising a public function, including for a public agency or public enterprise or any official or agent of a public domestic or international organisation or any candidate for public office.

**Hospitality** has the definition given to it in clause 5.3.

**S Billing & Associates** means S Billing & Associates Pty Ltd ACN 602 390 376.

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## 5 Prohibited Conduct

### 5.1 Bribes

S Billing & Associates Directors and Employees are not permitted to give, offer, promise, accept, request or authorise a bribe, whether directly or indirectly.

### 5.2 Gifts

S Billing & Associates Directors and Employees must not directly or indirectly offer gifts, discounts or benefits (other than appropriate hospitality) to or for the benefit of Public Officials, their relatives, affiliated entities, associates other intermediaries.

### 5.3 Hospitality

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<sup>1</sup> As defined by Transparency International

For the purposes of this policy **hospitality** is defined as, opportunities or invitations offered to or received from third parties, including, but not limited to:

- (a) attendance at sporting, training, and social events;
- (b) tickets to shows, conferences or seminars;
- (c) funding of travel expenses; and
- (d) funding of meals and entertainment.

S Billing & Associates recognises that the provision of hospitality, made in good faith and in a transparent manner in a common business practice but Directors and Employees must be cautious when offering or receiving hospitality.

Giving and receiving gifts and entertainment can be a legitimate way of fostering and maintaining good business relationships. Offering and receiving gifts or entertainment must always be for bona fide business purposes. The business purpose may be related to fostering the business relationship or be ancillary to a business discussion that takes place during, immediately before or immediately after the event.

Directors and Employees by virtue of the position they hold, may not solicit, receive or accept hospitality, known to or expected to influence or otherwise impair independent business judgment.

#### **5.4 Facilitation Payments**

S Billing & Associates does not accept and will not make any form of Facilitation Payments of any nature. We recognise that Facilitation Payments are a form of bribery that involves expediting or facilitating the performance of a Public Official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing up the performance of a certain duty or action.

#### **5.5 Political Contributions**

Political donations are not prohibited by this policy but must always be made in accordance with the applicable political donations laws that apply.

#### **5.6 Charitable Donations**

S Billing & Associates accepts (and indeed encourages) the act of donating to charities. However, employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

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## **6 Director and Employee responsibilities**

Directors and Employees must ensure that they read, understand and comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility

for all those working for us or under our control. All employees are required to avoid any activity that might lead to, or suggest a breach of this policy.

Employees must notify a Director as soon as possible if they believe or suspect that a conflict with, or breach of, this policy has occurred, or may occur in the future. Any Employee who breaches this policy will face disciplinary action, which could result in termination of employment.

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## **7 How to Raise a Concern**

All S Billing & Associates Directors and Employees have a responsibility to help detect, prevent and report instances not only of bribery and corruption, but also of any other suspicious activity or wrong doing in connection with S Billing & Associates' business. Employees are encouraged to raise concerns about any issue or suspicious of malpractice at the earliest possible stage with a Director.

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## **8 Record Keeping**

Directors and Employees must keep complete and accurate business records, and not create false, misleading or artificial entries to conceal or disguise corrupt activity or the giving or receipt of improper payments or corrupt activity.

All payments and expenses, including those relating to gifts and hospitality, made or provided by S Billing & Associates must be accurately recorded, with reasonable detail, in the business records of the company.

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## **9 Monitoring and Reviewing**

A formal review of this Policy will be completed by the Directors of S Billing and Associates every two years.

This policy does not form part of an employee's contract of employment and S Billing & Associates may amend it at any time so to improve its effectiveness at combatting bribery and corruption.

**S Billing & Associates Pty Ltd**

September 2018