

## BRIBERY AND ANTI-CORRUPTION POLICY

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### 1 ABOUT THIS POLICY

It is the policy of GMG Real Estate Ltd trading as RE Capital (**RE Capital**) to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships.

RE Capital is a real estate management and professional services provider with offices in London, Lisbon and Geneva. We have subsidiary companies in Luxembourg, Switzerland, Portugal and the United Kingdom.

We may amend this policy at any time. It will be reviewed regularly.

### 2 WHO MUST COMPLY WITH THIS POLICY?

This policy applies to all companies in the RE Capital group and to persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners. Anyone who breaches this policy may have their appointment terminated with immediate effect.

### 3 WHAT IS BRIBERY?

A bribe means a financial or other inducement or reward for action which is illegal, unethical, a breach of trust or improper in any way. Bribes can take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or any other advantage or benefit.

Bribery includes offering, promising, giving, accepting or seeking a bribe.

All forms of bribery are strictly prohibited. If you are unsure about whether a particular act constitutes bribery, please raise it with the RE Capital executive team immediately.

Specifically, you must not:

- (a) give or offer any payment, gift, hospitality or other benefit in the expectation that a business advantage will be received in return, or to reward any business received;
- (b) accept any offer from a third party that you know or suspect is made with the expectation that we will provide a business advantage for them or anyone else; or
- (c) give or offer any payment (sometimes called a facilitation payment) to a government official in any country to facilitate or speed up a routine or necessary procedure.

You must not threaten, intimidate or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

#### **4 GIFTS AND HOSPITALITY**

This policy does not prohibit the giving or accepting of reasonable and appropriate hospitality for legitimate purposes such as building relationships, maintaining our image or reputation, or marketing our products and services.

A gift or hospitality will not be appropriate if it is unduly lavish or extravagant, or could be seen as an inducement or reward for any preferential treatment (for example, during contractual negotiations or a tender process).

Gifts must be of an appropriate type and value depending on the circumstances and taking account of the reason for the gift. Gifts must not include cash or cash equivalent (such as vouchers), or be given in secret. Gifts must be given in our name, not your name.

Promotional gifts of low value such as branded stationery may be given to or accepted from existing customers, suppliers and business partners.

#### **5 RECORD-KEEPING**

You must declare and keep a written record of all hospitality or gifts given or received. You must also submit all expenses claims relating to hospitality, gifts or payments to third parties in accordance with our expenses policy and record the reason for expenditure.

All accounts, invoices, and other records relating to dealings with third parties including suppliers and customers should be prepared with strict accuracy and completeness. Accounts must not be kept "off-book" to facilitate or conceal improper payments.

All gifts with a value in excess of £100 are to be disclosed to us by way of e-mail notification to our legal and compliance team.

#### **6 HOW TO RAISE A CONCERN**

If you are offered a bribe, or are asked to make one, or if you suspect that any bribery, corruption or other breach of this policy has occurred or may occur, you must notify our legal and compliance team with immediate effect. They can be contacted by telephone at 020 3318 1803 or by e-mail at [rogerio@recapital.com](mailto:rogerio@recapital.com)

#### **7 REVIEW**

This represents the policy of RE Capital for the period ending 31 March 2021.