

Anti-Bribery & Corruption Procedure

Purpose

This procedure establishes Technotex's zero-tolerance approach to bribery and corruption. It ensures ethical conduct, transparency, accountability, and compliance with all applicable laws, accreditation requirements, and organizational standards.

Scope

This procedure applies to:

- All employees, auditors, contractors, and representatives of Technotex.
- All interactions with clients, suppliers, regulators, accreditation bodies, and other stakeholders.

Definitions

- **Bribery:** Offering, giving, receiving, or soliciting anything of value to improperly influence decisions, actions, or outcomes.
- **Corruption:** Abuse of entrusted power or position for personal or organizational gain.
Facilitation Payments: Unofficial payments made to expedite routine services (strictly prohibited).
- **Applicable Anti-Bribery and Corruption Laws:** All laws, regulations, and binding provisions governing bribery and corruption in any jurisdiction relevant to Technotex's operations.
- **Anything of Value:** Any monetary or non-monetary benefit, whether direct or indirect, that may influence or appear to influence a decision.

Roles and Responsibilities

- **Top Management:** Ensure compliance, review risks, enforce disciplinary actions, and provide resources.
- **Quality Manager:** Oversee implementation, conduct awareness programs, and manage reporting channels.
- **All Personnel:** Adhere to this procedure and promptly report suspected violations.

Procedure Requirements

Prohibition of Bribery and Corruption

- Technotex strictly prohibits offering, giving, requesting, or accepting bribes, gifts, or facilitation payments under any circumstances.
- All business dealings must comply with applicable laws, ethical standards, and accreditation requirements.

Gifts, Hospitality & Entertainment

- Acceptance of gifts, hospitality, or entertainment is generally prohibited.
- Items of nominal value may only be accepted with prior management approval and proper documentation.

Use of Client Resources

- Technotex staff may only use client-provided resources (e.g., meals, transportation) when pre-approved and documented.

Charitable & Political Contributions

- Donations or contributions may be made or accepted only if legal, transparent, and approved by top management.
- Contributions shall never be used to disguise improper payments or gain undue business advantage.

Reporting and Investigations

- Suspected bribery or corruption must be reported to the Chair of Impartiality or through designated reporting channels.
- Investigations are conducted confidentially, impartially, and based on evidence.

Record-Keeping

Records of gifts, hospitality, donations, and investigations must be complete, accurate, and securely maintained for a minimum of three (3) years.

Penalties, Enforcement, and Disciplinary Measures

- Technotex takes all bribery and corruption cases very seriously.
- Violations result in disciplinary measures up to and including termination of employment or contracts.
- Severe cases are referred to law enforcement authorities, with Technotex fully cooperating in investigations.
- Penalties may include civil or criminal sanctions, such as unlimited fines (not covered by Technotex) and possible imprisonment, in accordance with applicable laws.

Conclusion

Technotex is committed to the highest standards of integrity, impartiality, and transparency in all certification and business activities. This procedure ensures compliance with anti-bribery and anti-corruption requirements while safeguarding the reputation and credibility of Technotex. All personnel, contractors, and stakeholders are expected to support and comply with this procedure.

*****END*****