

Anti-Corruption Policy for Contractors Dealing with MDS Strategic Office Solutions (Pty) Ltd

Purpose

This anti-corruption Policy outlines the standards and procedures that contractors must adhere to when engaging in business activities with MDS Strategic Office Solutions (Pty) Ltd (“the Company”). This policy aims to prevent and detect corruption, ensure compliance with applicable laws and regulations, and uphold the Company's reputation for integrity and ethical business conduct.

Scope

This policy applies to all contractors, subcontractors, suppliers, consultants, service providers, or agents (collectively called “Contractors”) engaged in business with or acting on behalf of the Company.

Policy Statement

MDS Strategic Office Solutions (Pty) Ltd is committed to conducting business honestly and complying with all applicable laws and regulations. The Company does not tolerate any form of corruption, including bribery, extortion, fraud, or any other unethical business practices.

Requirements

1. Compliance with Laws and Regulations

Contractors must comply with all local, national, and international laws and regulations related to anti-corruption, bribery, and ethical business conduct.

2. Prohibition of Bribery and Corruption

Contractors must not offer, promise, give, request, or accept bribes, kickbacks, or other improper payments or benefits to or from any individual, including, but not limited to, Company employees, government officials, or third-party representatives.

3. Gifts, Hospitality, and Entertainment

Gifts, hospitality, and entertainment may be offered openly only if they:

- Are of modest value.
- Are not offered with the intent to influence or perceived as to influence a business decision, obtaining, or retaining any business advantage
- Comply with applicable laws and Company policies.

4. Conflicts of Interest

Contractors must disclose any actual or potential conflicts of interest that may arise in connection with their business dealings with the Company and must not engage in any activity that may conflict with the Company's interests.

5. Due Diligence

Before entering a business relationship with a Contractor, the Company may conduct a due diligence to assess the Contractor's reputation, integrity, and compliance with anti-corruption laws and regulations.

6. Reporting and Whistleblower Protection

Contractors are encouraged to report any suspected violations of this policy to the Company's Ethics and Compliance Officer or through the Company's confidential reporting mechanism. The Company prohibits retaliation against any Contractor who reports a suspected violation in good faith.

7. Training and Awareness

Contractors must ensure that their employees, agents, and subcontractors know and comply with this policy. The Company may require Contractors to participate in anti-corruption training programs.

8. Monitoring and Enforcement

The Company reserves the right to monitor compliance with this policy and to take appropriate corrective action in the event of a violation, including but not limited to termination of the business relationship with the Contractor.

Consequences of Non-Compliance

Violating this Anti-Corruption Policy may result in disciplinary action, termination of the business relationship with the Contractor, and legal proceedings as appropriate.

Policy Review and Updates

This policy will be reviewed periodically and updated to ensure its effectiveness and compliance with applicable laws and regulations.

Acknowledgement

By entering a business relationship with MDS Strategic Office Solutions (Pty) Ltd, Contractors acknowledge that they have read, understood, and agreed to comply with this Anti-Corruption Policy.

Company Name _____

Authorised Signatory Name and Surname: _____

Signature: _____

Date: _____ **Company Stamp** _____

For further information or to report a suspected violation of this policy, please contact:

Ethics and Compliance Officer

MDS Strategic Office Solutions (Pty) Ltd

David Minnaar

Anonymous Reporting

E-Mail: david@yourmds.net

Telephone: 0876100777