Anti-Bribery and Corruption Policy
Total Control Security Ltd

Introduction

Total Control Security Ltd is committed to conducting its business with the highest standards of integrity and transparency. The purpose of this Anti-Bribery and Corruption Policy is to set out the organization's zero-tolerance approach to bribery and corruption in all its operations. This policy applies to all employees, contractors, consultants, officers, directors, agents, and any third parties acting on behalf of the company.

Policy Statement

Total Control Security Ltd prohibits any form of bribery or corruption, whether directly or indirectly. This includes offering, giving, soliciting, or receiving any bribe, kickback, or other corrupt practices, whether in the public or private sector. This policy is intended to ensure that the company and its employees comply with applicable anti-bribery laws and regulations.

Scope of the Policy

This policy applies to all dealings and transactions that Total Control Security Ltd is involved in, both within the United Kingdom and internationally. The policy covers:

- Bribery of any person or entity
- Offering or receiving gifts, hospitality, or anything of value in connection with business relationships
- Conflicts of interest and improper influence

Definition of Bribery and Corruption

Bribery refers to the offering, giving, receiving, or soliciting of anything of value with the intent of influencing the actions of an individual or organization. Corruption includes a wide range of unethical practices, including but not limited to, fraud, money laundering, and misrepresentation.

Gifts and Hospitality

Total Control Security Ltd recognizes that gifts and hospitality may be part of building business relationships, but it is important that they are not used to influence business decisions or create a conflict of interest. Employees must:

- Only offer or accept gifts or hospitality that are reasonable, proportionate, and appropriate for the context
- Ensure that gifts or hospitality do not create the appearance of impropriety or the intent to influence business decisions
- Always notify the Managing Director of any gifts received and record gifts or hospitality in the company's gift register

Political and Charitable Contributions

Total Control Security Ltd does not make political contributions and does not tolerate any form of bribery or corruption in relation to political parties or officials. Any charitable donations made by the company will be transparent, lawful, and for legitimate charitable purposes only.

Third-Party Relationships
The company expects third parties who act on its behalf (such as agents, contractors, and suppliers) to adhere to similar anti-bribery and corruption standards. The company will assess the integrity of third parties before entering any business relationship and regularly monitor their activities to ensure compliance with this policy.

Responsibilities
Employees: All employees are responsible for complying with this policy and for reporting any concerns or suspicions of bribery or corruption.
Managers: Managers are responsible for ensuring that employees understand and adhere to this policy and for promoting a culture of integrity within the organization.
Board of Directors: The board has ultimate responsibility for ensuring that the company maintains an effective anti-bribery and corruption program and for enforcing this policy.

Reporting and Whistleblowing
Any employee who suspects or becomes aware of any breach of this policy must report it immediately. Total Control Security Ltd provides a confidential whistleblowing mechanism to ensure that employees can report concerns without fear of retaliation.

Reports can be made to:

- Line manager
- HR department
- Dedicated whistleblowing hotline/email (if applicable)

Consequences of Violating the Policy
Violations of this policy will result in disciplinary action, up to and including termination of employment. In cases where the violation involves criminal activity, Total Control Security Ltd will report the matter to the relevant authorities and may pursue legal action.

Training and Awareness
Total Control Security Ltd will provide regular training on anti-bribery and corruption to all employees, particularly those in positions with high exposure to bribery risks. The company will also raise awareness of this policy and ensure that employees are aware of the potential consequences of violating it.

Review and Monitoring
This policy will be reviewed regularly to ensure it remains effective and in compliance with applicable laws. The company will monitor compliance with the policy through audits, risk assessments, and feedback from employees.

Conclusion
Total Control Security Ltd is committed to conducting its business with integrity and in full compliance with anti-bribery and anti-corruption laws. All employees and third parties acting on behalf of the company are expected to uphold the highest ethical standards and act with honesty and transparency in all business dealings.

This Anti-Bribery and Corruption Policy is designed to guide behaviour, establish clear expectations, and protect the company from the legal, financial, and reputational risks associated with bribery and corruption.