

Anti-Bribery, Fraud & Corruption Policy

K Dean Building Services Ltd

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Document Owner	Senior Management Team	Approved by	Company Director
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Review Frequency	At least annually	Approval Method	Director approval / controlled electronic record

1. Zero-Tolerance Position

K Dean Building Services Ltd does not tolerate bribery, fraud, corruption, kickbacks, facilitation payments or other improper inducements. Business must be won and delivered fairly, transparently and on merit.

2. Prohibited Conduct

- Offering, promising, giving, requesting or accepting anything intended to improperly influence a decision.
- Making facilitation payments or unofficial payments to secure routine actions.
- Submitting false invoices, expenses, time records, certificates or other fraudulent records.
- Concealing conflicts of interest, connected-party arrangements or improper benefits.
- Using subcontractors, agents or suppliers to do anything the Company would be prohibited from doing directly.

3. Gifts & Hospitality

Reasonable and proportionate business hospitality may be acceptable where it is lawful, transparent, not intended to influence a decision and does not create a conflict of interest. Anything unusual, high value or connected to a tender, award, payment or approval should be referred to a Director before acceptance or offer.

4. Reporting

Suspected bribery, fraud or corruption must be reported promptly to a Director. Records will be preserved and concerns investigated proportionately. Retaliation against a person raising a genuine concern in good faith is not acceptable.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Bribery Act 2010
- Ministry of Justice guidance on procedures to prevent bribery
- Applicable fraud legislation and contractual requirements

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026