

# Anti-Bribery And Anti-Corruption Policy

1. **Introduction:** GO SHARP TECHNOLOGIES AND CONSULTING PVT. LTD. (GO SHARP) is committed to the setting up, utmost standards for transparency and accountability in all its affairs. GO SHARP strives in attaining it's mission through compliance of high legal and ethical standards. GO SHARP does not tolerate any form of bribery, embezzlements or corruption, and will uphold all laws countering bribery, fraud and corruption in all forms.
2. **Purpose:** The purpose of this policy is to set out the responsibilities of GO SHARP and those individuals acting on its behalf in observing and upholding GO SHARP's position on bribery and corruption. Every individual or group of individuals, associated to GO SHARP in any form, whether the staff members, the ad-hoc staff engaged in the program activities of the organization, the consultants, the contractors, the interns, the partner organisations and any other party with a financial or trustee-beneficiary relationship with GO SHARP are expected to share this commitment. The basic objective of this statement is setting out the policy of GO SHARP towards the prevention and identification of bribery and corruption and the certain procedures to be followed, if at all, any fraud is found or having an idea / impression of it's existence.
3. **Scope:** This policy applies to the Staffs, ad-hoc staffs, Advisers, Consultants, Suppliers, Partners and Individuals acting on behalf of GO SHARP, irrespective of their location.
4. **Statement:**
  - i. GO SHARP will not engage in bribery or any form of unethical inducement or payment including facilitation payments and "kickbacks." All the Staff, Ad-hoc staff, Advisers, Consultants, Suppliers, Partners and Individuals acting on behalf of the GO

SHARP are required to avoid any activities that might lead to, or suggest, a conflict of interest with the activities of GO SHARP.

- ii. GO SHARP expects its suppliers and partners to act with integrity and without thought or actions involving bribery and/or corruption and will, where appropriate, include clauses to this effect in relevant contracts.

**5. Prohibited Activities:**

- i. It is prohibited, directly or indirectly, for any staff or individual acting on behalf of GO SHARP to offer, give, request or accept any bribe (i.e. gifts with mala-fide intentions, loan, payment, reward or advantage, either in cash or any other form of inducement), to or from any person or company in order to gain commercial, contractual or regulatory advantage for GO SHARP, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.
- ii. This policy requires employees and individuals acting on behalf of GO SHARP:
  - a. Not to offer, promise or make any bribe or unauthorised payment or inducement of any kind to anyone;
  - b. Not to solicit business by offering, promising or making any bribe or unofficial payment to suppliers;
  - c. Not to request or accept any kind of bribe or unusual payment or inducement that would not be authorised by GO SHARP in the ordinary course of business;
  - d. To refuse any bribe or unusual payment and to do so in a manner that is not open to misunderstanding or

giving rise to false expectation; and to report any such offers;

- e. Not to make facilitation payments. These are payments used by businesses or individuals to secure or expedite the performance of a routine or necessary action to which the payer of the facilitation payment has a legal or other entitlement. GO SHARP will not tolerate or condone such payments being made;
- f. To report any breaches of this policy's principles or standards or of any associated

#### **6. Criminal Offence (as defined in IPC)**

- i. It is a criminal offence to:
  - a. Offer a bribe;
  - b. Accept a bribe;
  - c. Fail to prevent a bribe
- ii. Staffs, ad-hoc staff, advisers, consultants, suppliers, partners and any individuals acting on behalf of GO SHARP should be made aware that if they are found guilty by a court of committing bribery, embezzlement or fraudulence an individual could face prosecution as per the norms of IPC (Indian Penal Code).

#### **7. Gifts and Hospitality:**

GO SHARP realises that giving and receiving of gifts and hospitality without any mala-fide intentions, or in other words, where nothing is expected in return helps form positive relationships with third parties where it is proportionate and properly recorded. This does not constitute bribery and consequently such actions are not considered a breach of this policy.

## 8. Raising a Concern

- i. If an employee or an individual acting on behalf of GO SHARP is offered a bribe, or a bribe is solicited from them, they should not agree to it unless their immediate safety is in jeopardy. Should this be the case, the employee or individual should at first instance contact their Manager and HR Representative as soon as they are able to do so. The employee or individual may be required to give a written account of the events to assist with any investigation. If any Manager or HR Representative is involved in such an act, the individual may contact the Chief Executive Officer for reporting the case and likewise if the concerned Chief Executive Officer is involved in such an act, the individual may directly contact the Board of GO SHARP for reporting such case.
- ii. Employees or individuals acting on behalf of GO SHARP are encouraged to raise concerns about any instance of bribery or corruption at the earliest possible stage. The employee or individual raising a concern can do so in confidence and without fear of reprisals. All reports raised are taken seriously and, where appropriate, investigated. No employee or individual will be discriminated against in any way as a result of reporting a concern in good faith.
- iii. If any instance of bribery or corruption is identified; GO SHARP management will take the remedial steps immediately. If the charges are proved the delinquent may be awarded penalties depending on the gravity of misconduct.

These rules are based on the following principles:-

- a. The right of GO SHARP to take appropriate disciplinary steps against any delinquent staff

member, who acts in a manner conflicting with the code of conduct and prescribed rules / regulations.

- b. At the same time the rules also recognize the right of delinquent staff member to a fair hearing and applicable and just disciplinary action.
- c. The emphasis of disciplinary action is on prevention, justice and rehabilitation.

9. **Review of this Policy:** In the interests of maintaining best practice, the contents of this Policy will be reviewed by the Board of Directors of GO SHARP every three years.

**10. Reporting and Investigation:**

- i. An individual can report at three levels, as indicated below:
  - a. Reporting Manager / Chief Executive Officer (CEO) at primary level.
  - b. Board of Directors at secondary level, in case if the concerned Chief Executive Officer (CEO) and/or Reporting Manager is/are involved in such an act.

ii. Investigation:

Enquiry or investigation of the reported concern for potential violation of this Policy shall be conducted by or with oversight of the CEO or the Board of Directors if the CEO is involved in the violation. The objective of such enquiry or investigation would be to determine the facts.

- a. Each Designated Person shall co-operate with the investigation team and promptly respond to all requests for information.
- b. All investigations shall follow principles of natural justice and shall ensure that the relevant Designated

Person(s) are provided with an opportunity to make their case before the investigation team.

- c. Experts with the right knowledge and skills may be appointed to investigate the reported concern.
- d. The investigation process and the report should be kept confidential and shall be shared only with such persons who have a “need to know” under applicable law or Company’s standard investigation process.