

Anti-Bribery Policy

Envisage Envelope Solutions take a zero-tolerance approach to bribery and corruption of all kinds. It exposes Envisage Envelope Solutions and its employees to the risk of prosecution, fines, and debarment from tendering for business and other penalties, as well as damaging reputations and increasing the cost of doing business.

This policy and related procedures set out Envisage Envelope Solutions commitment that it and its employees will adhere strictly to all relevant legislation in relation to bribery and corruption and follow any procedures designed by the business to prevent bribery.

Envisage Envelope Solutions will seek to ensure that it:

- Adopts the approach that it is better not to do business at all than to risk doing corrupt business.
- Reviews the policy regularly to ensure its effectiveness, considering any feedback, questions and suggested areas for improvement.
- Has in place adequate procedures to prevent the risk of bribery and corruption, both to aid compliance and to investigate fully any matters of potential non-compliance with the policy.
- Trains all relevant employees to ensure they understand the Policy, the requirements of the Act, how to spot issues and raise concerns, the responsibilities placed upon them and the potential penalties involved for non-compliance.
- Monitors the giving and receiving of gifts and hospitality and that approval procedures are understood and complied with.
- Maintains systems and processes to make sure that no employee suffers any adverse consequences as a result of reporting any suspicion of bribery or corruption.

Everyone who is employed by Envisage Envelope Solutions in any capacity is bound by the policy, including directors, officers, employees, agency workers and contractors. We expect all agents, intermediaries, and other business partners to act consistently with the principles in the policy and to act ethically in all their dealings with, or while performing services on behalf of, Envisage Envelope Solutions.

Compliance with the policy does that mean that Envisage Envelope Solutions cannot entertain its customers, suppliers, and partners as part of normal commercial relationship building, which is a legitimate part of business.

Employees must also avoid actual or perceived conflicts of interest, which means that they should avoid being in a position where they (or close relations) can personally gain from, or be influenced by, a person or business relationship or interest while performing their duties for Envisage Envelope Solutions.

Signed:	<i>Scott Mason</i>
Name:	Scott Mason
Title:	Managing Director
Date:	31 st January 2023