

## Monson Offshore

### Anti-Corruption Policy

Our Company is referred to in this Policy as “Monson Offshore” or “Monson”.

One of the main principals of Monson is complying with anti-corruption laws. The Anti- Corruption Policy extends on this principal and is applicable to all employees and everyone we do business with, including agents, representatives, consultants, independent contractors and anyone acting on behalf Monson.

If you have any questions regarding Monson’s Anti-Corruption Policy, please contact the Marketing & HSE Manager in our Fremantle office.

#### Purpose of this Policy

This policy outlines acceptable and non-acceptable behaviour to ensure compliance with anti-corruption laws, such as the US Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act. This includes compliance with all laws, domestic and foreign, prohibiting improper payments, gifts or inducements of any kind to and received from any person, including officials in the private sector, customers and suppliers.

#### Definitions

Bribe: - Anything of value given in an attempt to affect a person’s actions or decisions in order or to gain or retain a business advantage. Anything of value includes cash, entertainment or other gifts or courtesies.

Kickbacks: - The return of a sum already paid or due as a reward for awarding of further business.

Corruption: - The misuse of a public office or power for private gain or the misuse of private power in relation to business outside the realm of government.

Facilitation payments: - Small sums paid to government officials to facilitate or expedite routing. Non-discretionary government actions are considered facilitation payment.

### What does “Anti-Corruption” mean to an employee

Corruption can take place in many types of activities. It is usually designed to obtain financial benefits or other personal gain. For example, bribes are intended to influence behaviour – they could be in the form of money, a privilege, an object of value, an advantage, or merely a promise to influence a person in an official or public capacity. Usually, more than one person is involved and all will benefit. Examples of a bribe include:

Offer or receipt of cash in the form of a kickback, loan, fee or reward, or giving of aid, donations or voting designed to exert improper influence.

The areas of business where corruption, including bribery can most often occur include:

1. Gifts, Entertainment and hospitality
2. Facilitation payments
3. Procurement processes
4. Political, Community and Charitable Contributions

#### **1. Gifts, Entertainment and Hospitality**

Gifts, entertainment and hospitality are acceptable if they are reasonable, proportionate and made in good faith and in compliance with our company policies.

Examples of gifts, entertainment and hospitality include the receipt of gifts, meals or token of appreciation and gratitude, invitations to events, functions, or social gatherings, in connection with matters related to business. These activities are acceptable provided they fall within reasonable bounds of value and occurrence.

How do you know if an offered gift, entertainment or hospitality by Monson or to Monson is acceptable? Ask yourself the following:

What is the intent- is it to build a relationship or is it something else.

How would it look if these details were on the front of a newspaper.

What if the situation were reversed- would there be a double standard

If you find it difficult to provide a comfortable answer to one of the above questions, ask your direct manager or the Marketing Manager in Fremantle for clarification.

What do you do when you doubt if you can accept? If you are unsure if you should accept something of value – ask. Ask your manager. If your manager is participating too, then seek advice from the Marketing Manager in Fremantle.

## **2. Facilitation Payments**

Facilitation payments are not allowed. If you are unsure whether certain payments represent facilitation payments, please contact the Marketing Manager.

## **3. Procurement Process**

You must follow Monson's processes and adhere to the system of internal controls around supplier selection. Supplier selection should never be based on receipt of a gift, hospitality or payment. When supplier selection is formal, structured invitation for the supply of products or services (often called a tender), it is most important we maintain documentation supporting our internal controls. In the public sector, such a tender process may be required and determined in detail by law to ensure that such competition for the use of public money is open, fair and free of corruption.

A tender process includes an invitation for other parties to make a proposal, on the understanding that any competition for the relevant contract must be conducted in response to the tender, no parties having the unfair advantage of separate, prior, closed door negotiations for the contract where the bidding process is open to all qualified bidders and where sealed bids are in the open for scrutiny and are chosen on the basis of price and quality.

## **4. Political Community and Charitable Contributions**

You are not allowed to make a political contribution with company funds without authorisation. Political contributions, are permitted by law, must be approved in advance by Management. Importantly, Monson is not permitted to make political contributions in France, Belgium or Great Britain.

Contributions made by Monson to community projects or charities need to be made in good faith and in compliance with this Anti Corruption Policy and all relevant Monson policies and procedures.

### **Books Records and Internal Control Requirements**

Expenses must never be hidden or purposefully misclassified. Many serious global bribery and corruption scenarios are found to involve inaccurate record-keeping. To prevent this, international anti-corruption laws generally require detailed and accurate accounting records for transactions, including cash and bank accounts. We must ensure we maintain accurate records and financial reporting.

All business departments must maintain an effective system of internal control and monitoring of transactions. It is your responsibility to be knowledgeable of control procedures and ensure compliance.

## **You Are Responsible**

Monson takes corruption and bribery very seriously. Any violation of this policy will be regarded as a serious matter by the Company and is likely to result in disciplinary action, including termination as set out in your Employment Contract.

Bribery is a criminal offense. As an employee you will be accountable whether you pay the bribe yourself or whether you authorise, assist, or conspire with someone else to violate an anti-corruption or anti-bribery law. Punishment for violating the law are against you as an individual and may include imprisonment, probation, mandated community service and significant fines will not be paid by Monson.

## **Questions**

If you want to ask a question about the requirements in this policy or are concerned that an anti-corruption violation is occurring or has occurred, report it immediately to one of the following:

1. Your direct Manager
2. The Marketing Manager in Fremantle

In the US and the Netherlands, you are required by law to report any suspected violation and failing to do so is in itself a breach.

## **Policy Ownership**

This Policy is owned by Monson Offshore Pty Ltd.

**Andrew Allin**

Marketing & HSE Manager

7<sup>th</sup> January 2016