



Anticorruption Policy and Code of Ethics

Workstation Specialists Ltd · Version 2025 V2 · Issued 10 September 2026

1. Introduction

At Workstation Specialists Ltd ("the Company"), we are committed to conducting our business with the highest standards of integrity and ethics. This document outlines our policy on anticorruption, our code of ethics, and our code of business conduct to ensure compliance with UK anticorruption laws and international standards.

2. Purpose

This policy is designed to:

- Ensure compliance with all applicable UK anticorruption laws, including but not limited to the UK Bribery Act 2010.
 - Uphold international standards such as the United Nations Convention against Corruption and the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.
 - Promote ethical behavior and prevent corruption, bribery, and unethical practices in all Company operations.
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3. Scope

This policy applies to all employees, directors, officers, agents, consultants, contractors, and any third parties acting on behalf of the Company. It governs all activities, whether conducted in the UK or abroad.

4. Policy Statement

The Company prohibits:

- Offering, giving, soliciting, or receiving bribes or any other improper advantage to influence business decisions.
- Engaging in any form of corruption, including extortion, fraud, embezzlement, or money laundering.
- Making facilitation payments to expedite routine government actions, except where legally required and unavoidable.

- Using third parties to carry out activities that violate this policy.
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5. Key Principles

- **Zero Tolerance:** We have a zero-tolerance approach to corruption and bribery in any form.
 - **Transparency:** All financial and business dealings must be conducted transparently and accurately recorded.
 - **Accountability:** Employees and representatives must act with integrity and accountability at all times.
 - **Risk Assessment:** Regular risk assessments will be conducted to identify and mitigate potential corruption risks.
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6. Reporting and Compliance

Employees are required to report any suspicions or instances of bribery or corruption immediately to their manager or the Compliance Officer.

Reports can be made confidentially and without fear of retaliation.

The Company will investigate all reports thoroughly and take appropriate action, including disciplinary measures where necessary.

7. Training and Awareness

Regular training will be provided to employees and relevant third parties to ensure understanding of this policy and compliance requirements.

Updated materials will be shared to reflect changes in UK legislation or Company operations.

8. Consequences of Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contracts. Violations may also result in legal consequences, including fines or imprisonment under UK law.

9. Governance

The Compliance Officer is responsible for overseeing the implementation of this policy and ensuring adherence.

The Board of Directors will review this policy periodically to ensure its effectiveness and relevance.

10. Contact Information

For questions, concerns, or to report a violation of this policy, please contact:

Compliance Officer: Simon Russell, contact@wksmail.com, +44 (0) 1332 280 380

11. Policy Review

This policy will be reviewed annually or as necessary to reflect changes in UK laws and regulations.