

**BBA Aviation**

**POLICY ON  
BRIBERY AND CORRUPTION**

**December 2015**

## **INTRODUCTION**

Most countries have laws that prohibit corruption and bribery. Increasingly these laws will extend to payments to foreign entities or individuals outside these countries' own borders. Enforcement of anti-corruption and bribery laws has stepped up significantly in the last decade, particularly on the part of the US authorities and also in the UK with the introduction of the Bribery Act. Penalties can be severe with fines running into millions of dollars and fines and imprisonment for individuals. In addition illegal arrangements (including contracts) are unenforceable. Finally, the taint of bribery and corruption could do incalculable damage to BBA Aviation's reputation.

In recognition of the above BBA Aviation:

- has a clear anti-bribery policy;
- encourages employees to report any suspicion of bribery; and
- will investigate rigorously any instances of alleged bribery

## **WHAT IS BRIBERY**

A bribe is a reward, advantage or benefit made or offered for the purpose of improperly obtaining or retaining business or for any other improper purpose or commercial advantage. Kickbacks (i.e. the payment or receipt of a contract payment) are a form of bribe. In many countries a payment may be a bribe even if not made to a government official. Bribes may be made directly or through an intermediary.

## **ANTI BRIBERY POLICY**

BBA Aviation employees must not directly or indirectly offer, promise, pay or give a bribe to any person or authorise such a bribe, or accept a bribe.

This prohibition includes the use of contracts or consulting agreements to channel payments to public officials, political parties, or political figures including their relatives or business associates.

The policy applies whether or not payment is made to a public official.

Breach of this policy will result in disciplinary action up to and including summary dismissal.

## **FACILITATION OR "GREASE" PAYMENTS**

Facilitation payments are payments made to secure or accelerate routine government procedures such as to:

- obtain licences, permits or other documents to qualify to do business in a foreign country;
- process visas or secure custom clearance; or
- secure police protection.

BBA Aviation does not permit such facilitation payments to government officials, even if the payments are of nominal value. If you have any questions surrounding the making of facilitation payments then please contact the Group General Counsel.

## INTERMEDIARIES OR THIRD PARTIES

Improper payments may not be made through third parties.

Employees must be diligent in appointing and monitoring contractors, agents and joint venture partners and the process set out in the [BBA Aviation Third Party Vetting Policy](#) must be complied with. Specific rules apply within BBA Aviation relating to the acceptable terms of contracts with foreign agents (including the length, commissions payable and compliance by the agent with BBA Aviation policies) and the regular monitoring of those agents. This monitoring includes the submission of six monthly reports by the BBA Aviation businesses to the BBA Legal Department. Details of these rules can be found on the group intranet or may be obtained from the BBA Legal Department.

Suppliers must also undertake contractually to act consistently with the Code when working with or on behalf of BBA Aviation.

## PUBLIC/PRIVATE SECTOR

The division between the public sector and the private sector has become blurred through privatisation, state owned enterprise, public finance initiatives, joint ventures and government outsourcing. Bribery of government officials is illegal. Bribery of those working in the private sector is also often illegal under local laws and is always contrary to BBA Aviation's own business standards and prohibited by this policy.

## EMPLOYEE RESPONSIBILITY

Protecting BBA Aviation's reputation is every employee's responsibility. Employees must therefore immediately report suspected violations of the law or of this policy pursuant to the BBA Aviation [Disclosure of Unethical Conduct Policy](#); they will not suffer any adverse company action when doing so, and the matter will be dealt with in the strictest possible confidence.

## COMPLIANCE

Compliance with this Policy will be treated in the same manner as other BBA Aviation-wide policies. All Managing Directors will be required to sign a disclosure statement twice each year (mid-year and year-end) acknowledging their receipt of a copy of this Policy; their dissemination of the Policy to their direct reports; and their disclosure of any known violations of the Policy, to the extent not previously reported as required under the Policy.

**This policy and compliance with it will be the subject of review as part of the BBA Aviation Internal Audit Programme.**

**First Implemented: April 2008**

**Last Revised: December 2015**

**Owner: Group General Counsel**