PARARAIL
SINGLE SOURCE SOLUTIONS

ANTI - FRAUD POLICY

ParaRail Limited has 'zero tolerance' towards fraud and theft. Any cases however small, will be investigated and the persons concerned disciplined and legal action taken if proven.

Acceptance or offering of gifts, however small is only permitted under very strictly limited circumstances.

In order to avoid the suspicion or use of corrupt or unethical practices, it is important that ParaRail staff avoid giving any impression of such behaviour. Staff should not accept or offer gifts, hospitality or benefits of any kind from or to a third party when it may be seen to compromise their personal judgement or integrity.

Staff must always consult their line manager if there is any doubt about the acceptance or offer of any gifts or hospitality.

ParaRail's managers are committed to ensure that all staff are fully aware of the company's and its client's anti-fraud policies and their responsibilties in maintaining them.

It is the responsibility of every line manager at all levels in all departments to develop and maintain effective controls to detect and prevent fraud.

It is everybody's responsibility to act properly with ParaRail's resources and not to compromise the company's or its client's ethical standards.

Any incidents should be reported immediately to your line manager or the fraud repsonse point.

Refer to the ParaRail Fraud Response Plan for more information.

FRAUD RESPONSE POINT: Peter Garwood
SQE Manager

CONTACT NUMBER: (01233) 733355

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This copy will not be maintained. Check current issue status with SQE Manager before each use.

Anthony Saunders
Managing Director

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