



# Anti-corruption Policy

**FIBRAIN Sp. z o.o**  
**Zaczarnie 190F**

**Done by**

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**Approved by**

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10.02.2020

## **&1**

The aim of the Anti-Corruption Policy is to establish rules for dealing with fraud and corruption, preventing and combating fraud affecting FIBRAIN Sp. z o.o., as well as ensuring transparency of actions in regard to its business partners.

## **&2**

The policy is addressed to FIBRAIN Sp. z o.o employees, associates, management and business partners.

All employees and associates of the Company are obliged to familiarise themselves with this policy and to comply with it in the course of the performance of their duties.

## **&3**

With the awareness of the corruption risks of, FIBRAIN Sp. z o.o subordinates its actions to the following rules:

1. Employees and co-workers of FIBRAIN Sp. z o.o. are not allowed to undertake any corruption activities or other abuses in any circumstances.
2. In case of founding any corruption activity, the employees are obliged to inform the direct supervisor or the Management Board of Directors of FIBRAIN Sp. z o.o., if the abuse concerns a direct supervisor. FIBRAIN Sp. z o.o. verifies the veracity of any corruption activity on the basis of the information received. Where the information in question is not confirmed in the facts, no investigation shall be taken. In the event of finding any abuse, FIBRAIN Sp. z o.o. shall take further investigation to prevent similar incidents in the future. Where corruption activities expose FIBRAIN Sp. z o.o. to financial losses, the case should be brought to the attention of the law enforcement authorities.
3. Corruption and fraud activities are considered to be:
  - 3.1. Soliciting, promising, offering, handing out property or personal benefits, excluding promotional materials and Christmas gifts,
  - 3.2. Acceptance of property benefits from FIBRAIN suppliers,
  - 3.3. Appropriation of FIBRAIN property (equipment, materials, products), or the property of suppliers or customers,
  - 3.4. The deliberate falsification of documents or the implementation of amendments not accepted by the entities authorised to do it.
4. All contacts with FIBRAIN suppliers, contractors, co-workers and business partners FIBRAIN can take place only for business purposes.
5. Contracts and commercial as well as marketing activities should be consulted with the the Management Board of Directors of FIBRAIN Sp. z o.o..

## **&4**

FIBRAIN Sp. z o.o. implements Anti-Corruption Policy through trainings of its employees, raising awareness of corruption and fraud as well as informing the relevant law enforcement authorities of any criminal offences.