



swift NETWORKS

**SWIFT NETWORKS GROUP LIMITED
("COMPANY")
(ACN 006 222 395)
ANTI-BRIBERY AND CORRUPTION POLICY**

1 Purpose

1.1 This policy stipulates mandatory compliance requirements in relation to anti-bribery and corruption.

2 Scope

2.1 This policy applies to all employees of Swift Networks Group Limited and all of its subsidiaries (collectively, referred to as 'Swift').

3 Definitions

Reference	Definition
Bribery	Bribery means giving or receiving an undue benefit to a public official with the intention of influencing their actions or inaction for commercial advantage
Contractor	Contractor means contractors, consultants and other service providers
Corruption	Corruption means a dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity
Employee	Employee includes directors and employees of Swift whether or not in a full/part time, casual or permanent capacity, and all persons employed by Swift through any joint venture or alliance project
Facilitation Payments	Facilitation payments are defined as payments to Public Officials for routine government action
Fraud	Fraud means a dishonest activity causing actual or potential financial loss to any person or entity, including the theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

Reference	Definition
Public Officials	<p>Public Official includes:</p> <p>An official or employee of a government or government owned enterprise;</p> <p>An official or employee of a government agency or regulatory authority; An official or employee of a political party or a political candidate;</p> <p>Any official or employee of an international public organisation such as the United Nations, World Bank or International Monetary Fund;</p> <p>A member of the judiciary or magistracy;</p> <p>An individual who holds or performs the duties of an appointment, office or position created by custom or convention, including some members or royal families and some tribal leaders;</p> <p>A person who is, or holds themselves out to be, an authorised intermediary of a government official;</p> <p>A relative or associate of such government official; and</p> <p>Police officers, customs and tax officials, employees of state owned enterprises, political party officials as well as children or other relatives of a government or political party official</p>
Relative	<p>Relative means an immediate family member and includes a spouse, partner, parent, child and sibling whether by blood, marriage or adoption (including in-laws) and includes anyone residing in a person's home (other than tenant or domestic employee)</p>

4 **Anti-bribery laws**

- 4.1 Most countries have local laws which prohibit bribery of public officials in those countries. In addition, many countries including Australia, the United States, the United Kingdom and Canada have anti-bribery laws which criminalise the bribery of foreign public officials. These laws are "extra-territorial" which means they can apply to you even if the act of bribery takes place in another country. Some countries also extend their anti-bribery laws to cover the bribery of private parties.
- 4.2 All employees worldwide are potentially criminally liable for violating anti-bribery laws. Criminal violations could result in fines for individuals and imprisonment for each violation. Individuals could also be subject to additional criminal fines and penalties under local laws. Swift could face numerous sanctions, including criminal indictment and fines, disgorgement of profits, debarment from doing business with government entities, and the appointment of a compliance monitor to oversee its business operations.

5 **Bribery**

- 5.1 Bribery means giving or receiving an undue benefit to a public official with the intention of influencing their actions or inaction for commercial advantage.
- 5.2 Bribery can take many forms and need not involve the payment of money. Non-monetary forms of bribery could include providing:
- Gifts;
 - Hospitality;
 - Lavish entertainment;
 - Travel;
 - Support for a favoured cause or political party;
 - Employment;

- Provision for any service; and/or
- Education for family members.

5.3 Swift considers the health and safety of its Employees to be paramount. If you consider there is a direct or potential threat to your health or safety and make a payment or give a benefit to avoid this threat, Swift will not consider this to be a breach of the Code of Conduct or this policy, provided that any and all such payments or benefits must be reported to your In-country Financial Controller immediately.

6 Facilitation payments

6.1 Facilitation payments (or grease payments) are defined as payments to public officials for routine government action. Such payments are generally for small amounts and often occur in dealings with customs, immigration or tax officials, when obtaining permits, licenses or other government papers and in other circumstances. Such payments are difficult to monitor and sometimes there is ambiguity as to whether such payments are legal or constitute bribes. Accordingly, Swift's prohibits facilitation payments.

6.2 There may be extraordinary circumstances where employees may need to make a facilitation payment. Such extraordinary circumstances may arise if an employee or other person is threatened with imminent physical harm or danger (or if Swift's or Swift's employee's property is threatened) and a public official demands a payment to:

- Refrain from inflicting injury (or property damage); or
- Act in his official capacity to prevent the harm (or damage).

6.3 An example would be a policeman who refuses to intervene in an assault or a fireman who refuses to put out a fire if not paid. If an employee makes a payment under these extraordinary circumstances, he or she should report this immediately to the In-country Financial Controller.

6.4 In the event a payment is required, prior written consent and approval by the designated officer is required where possible.

6.5 If possible, make payment to an account held by a government body, so that funds do not go directly to individuals.

6.6 All facilitation payments must be accurately described in the business books and records of Swift so that the purpose of the payment is clear. The following details should be provided to the In-country Financial Controller for any facilitation payments:

- The value of the facilitation payment;
- The date on which the conduct occurred;
- The identity of the foreign public official involved;
- The particulars of the routine government action that was sought to be expedited or secured by the facilitation payment; and
- Your signature or some other means of verifying your identity.

6.7 Such payments should be recorded in the General Ledger account titled 'Facilitation Payments'.

7 Political involvement

Corporate political involvement

- 7.1 Swift's approach to corporate political participation is simple and applies everywhere we do business. No Swift employee may make any political contribution or contribute to a political party or individuals involved in politics, whether in cash or in kind, anywhere in the world without pre-approval in writing from the Chief Executive Officer or from someone delegated by the Chief Executive Officer in writing to provide such approval.

Personal political involvement

- 7.2 Swift recognises employee's rights to participate as individuals in the political process, in ways that are appropriate to each country. However, you must be careful to make clear that you do not represent Swift as you participate in the political process.

8 Charitable donations and sponsorships

- 8.1 As part of its corporate citizenship activities, Swift may give donations to charities or provide sponsorships for sporting or cultural events. Any such donation or sponsorship must be transparent and properly documented.
- 8.2 Swift will only provide donations and sponsorships to organisations that serve a legitimate public purpose, and which are themselves subject to high standards of transparency and accountability. Appropriate due diligence must be conducted on the proposed recipient and a full understanding obtained as to its bona fides.
- 8.3 Charitable donations refer to small or large amounts of financial resources provided voluntarily to a charitable organisation to support a cause of initiative with no expectation of commercial gain in return. Swift's approach to charitable donations is that these:
- Must not be made to gain an unfair business advantage;
 - Must not be made to individuals; and
 - Must not be politically connected.
- 8.4 Prior to a charitable donation being made, Swift employees must ensure that:
- A proposal for the use of funds is submitted by the charitable organisation;
 - The charity is a legitimate organisation;
 - Appropriate pre-approval has been obtained from the Chief Financial Officer and/or Chief Executive Officer; or from someone delegated by the Chief Financial Officer and/or Chief Executive Officer in writing to provide such approval.
 - Copies of all relevant documentation are kept.
- 8.5 Sponsorships refer to support for an event, initiative or organisation, by providing financial, property and/or other resources, in return for certain rights, benefits or associations that may be exploited. Sponsorships differ from donations, in that they are intended to be mutually beneficial.
- 8.6 Prior to a sponsorship being made, Swift employees must ensure that:
- A proposal for the use of funds is submitted by the organisation/person seeking the sponsorship;

- Appropriate pre-approval has been obtained from the Chief Financial Officer and/or Chief Executive Officer; or from someone delegated by the Chief Financial Officer and/or Chief Executive Officer in writing to provide such approval.
- Copies of all relevant documentation are kept.

9 **Accurate books and records**

- 9.1 Swift business books and records must be maintained in a proper, responsible and honest manner which will allow Swift to comply with the laws applicable to it.
- 9.2 Employees must ensure that a record of all payments to foreign government bodies or foreign public officials are maintained in such a way that they are easily visible to management and auditors (that is, so that they do not blend in to the general population of supplier payments).

10 **Internal reporting**

- 10.1 Swift's Business Units that transact international business, especially transactions directly with foreign governments, have primary responsibility for internally reporting bribe solicitations or other requests in violation of the law to their designated officer and for appropriately responding to such requests.