



# ABC Rules.

## Anti-Bribery / Corruption.

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**Bribery is not permitted!**

### Prohibited:

- Payments for undue services.
- Payments for unaccounted services.
- Payments aimed at accelerating a process (“facilitation payments”).
- Payments without evidence of a receipt.
- Commissions not reflecting market conditions.
- Gifts (goods, entertainment) exceeding CHF 300 per person and event without prior approval of the Region Head or the CEO of the Business.
- Gifts to public officials or monetary gifts (cash, gift cards, vouchers).
- Over-invoicing and under-invoicing.



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### **No involvement of agents without authorized agency agreement and approval!**

#### Mandatory:

- No entering into agency agreements without a written request in accordance with the “Compliance” Directive.
- Only enter into contracts that comply with the guidelines specified in the “Compliance” Directive.
- For each new customer project involving agents, follow the process required under the “Compliance” Directive.

#### Further information/Compliance Board:

- For further information please refer to the Code of Conduct and to the “Compliance” Directive (available on the B-World).
- In case of uncertainties please contact your line manager or the Compliance Board represented by:
  - Chief Financial Officer (CFO)
  - Chief Human Resources Officer (CHRO)
  - Head of Group Internal Audit (CA1)
  - Head of Corporate Compliance & Integrity (CCI1)