



## BRIBERY POLICY

This Policy sets out the Parengarenga Incorporation's (the Incorporation) policy on accepting and/or giving of bribes.

### Commencement

This Code will commence from 11 December 2023. It replaces any Policy relating to bribery that was in existence prior to the commencement of this Policy.

### Kaupapa

The kaupapa / principle upon which this policy is based:

*To ensure that employees and others clearly understand that bribes in any form are not acceptable.*

### Tikanga

This policy is aligned with our values of:

- **Whakapono Me Te Tika** – integrity, honesty, trust;
- **Manaakitanga** – Respect, Generosity, Reciprocity, Kindness, Aroho Ki Tetahi
- **Rangatiratanga** – leadership, teamwork, growth; and
- **Kaitiakitanga** – Stewardship, Guardianship

### Definition

'Bribery' is where someone offers someone else something of value in an attempt to get the other person to do something dishonest, contrary to usual practice or unlawful.

### Application

This Policy applies to all employees and members of the Committee of Management (CoM).

Under no circumstances will bribes of any description be offered or received.

- Gifts should never be offered or accepted in circumstances where the outcome of a transaction may be influenced by the gift, or give rise to the perception that the transaction may be influenced by the gift.
- Employees involved in a tendering process must refrain from actions which may give rise to an expectation of some favoured treatment from or by any tendering party.
- Under no circumstances must an employee or member of the CoM accept money.

### Breaches of this Policy

Failure to comply with this policy may result in disciplinary action being taken which, in serious cases, may include the termination of employment.

In addition to any discipline investigation that might be undertaken, the Incorporation's processes will also be reviewed in an attempt to try and identify whether or not Incorporation processes were at fault. Where this investigation identifies problems with the Incorporation's processes the necessary corrective action will be taken.

### Variations

The Incorporation reserves the right to vary, replace or terminate this Policy from time to time.

Parengarenga Inc. Bribery Policy

Version 1.1

December 2023



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### **Other Relevant Policies**

- Code of Conduct
- Employee Conduct and Performance