

## ANTI-BRIBERY & ANTI-CORRUPTION POLICY

### 1. Purpose

Ready Guard Security Services (Pvt.) Ltd. ("RGSS") adopts this Anti-Bribery and Anti-Corruption Policy to ensure that all business activities are carried out with integrity, honesty, and transparency. The purpose of this Policy is to prevent bribery, corruption, facilitation payments, kickbacks, or improper influence in operations. RGSS maintains a strict zero-tolerance stance toward bribery and corruption.

### 2. Scope

This Policy applies to all employees, guards, supervisors, managers, contractors, suppliers, subcontractors, consultants, agents, and any third party acting on behalf of RGSS. It covers all operations, procurement activities, financial dealings, and interactions with government bodies, private partners, and clients.

### 3. Policy Principles and Commitments

#### 3.1 Zero-Tolerance for Bribery

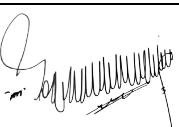
RGSS strictly prohibits offering, giving, requesting, or receiving bribes. This includes facilitation payments, kickbacks, unofficial commissions, or anything of value intended to influence decisions improperly. No employee may use organizational or personal resources to gain unfair advantage.

#### 3.2 Prohibition on Corruption

Corruption of any kind is strictly forbidden. This includes abuse of authority, manipulation of procurement, falsification of records, misuse of confidential information, and favoritism or nepotism. Any action that undermines ethical business conduct is a violation of this Policy.

#### 3.3 Gifts, Hospitality, and Entertainment

RGSS maintains strict rules on gifts and hospitality. No employee may accept gifts above the approved threshold. All gifts, regardless of value, must be declared to HR or Compliance. Cash gifts are strictly prohibited. Hospitality must be modest, reasonable, and for legitimate business purposes only.

	
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### 3.4 Avoiding Conflicts of Interest

Employees must avoid situations where personal interests conflict with organizational duties. Examples include personal relationships with suppliers, outside employment, or financial interests in partner organizations. All conflicts must be declared in writing to management or HR.

### 3.5 Transparency in Business Relationships

All relationships with clients, suppliers, subcontractors, and agents must be honest, transparent, and based solely on merit. Payments must be properly documented, approved, and recorded. RGSS prohibits informal, undocumented, or personal financial arrangements.

### 3.6 Accurate Financial and Operational Records

RGSS requires complete and truthful financial documentation. All expenses, procurement records, and transactions must be accurate and supported by evidence. False entries, hidden accounts, and manipulated records are strictly prohibited.

### 3.7 Third-Party Due Diligence

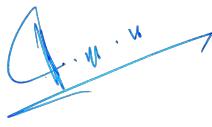
RGSS evaluates third parties such as vendors, subcontractors, consultants, and agents for integrity risks. Due diligence may include background checks, financial reviews, and conflict-of-interest assessments. Contracts may be terminated if corruption risks are confirmed.

### 3.8 Compliance with Laws and Standards

All employees must comply with Pakistan's anti-corruption laws, the NAB Ordinance, procurement laws, client compliance expectations, and general international anti-bribery practices. Legal breaches may lead to disciplinary and criminal action.

## **4. Reporting Mechanism**

Employees must report suspected bribery or corruption through supervisors, HR, Compliance, or grievance channels. Reports may be verbal, written, or digital. Anonymous reporting is permitted where possible. All reports will be investigated promptly.

	
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## 5. Non-Retaliation Protection

RGSS prohibits retaliation against individuals who report bribery or corruption in good faith. Any attempt to intimidate, threaten, or penalize a whistleblower will be treated as a serious violation.

## 6. Investigation and Corrective Action

All allegations will be investigated impartially and based on evidence. Confirmed violations will lead to disciplinary action including warnings, suspension, termination, or reporting to authorities. Third-party contracts may be suspended or cancelled.

## 7. Training and Awareness

RGSS provides training to ensure employees understand bribery risks, conflict-of-interest rules, reporting procedures, and ethical expectations. Refresher training will be conducted periodically.

## 8. Continuous Improvement

RGSS monitors trends, audit findings, and reported cases to strengthen anti-bribery controls. Policies and procedures are updated as necessary to reflect evolving best practices.

## 9. Commitment

RGSS is committed to conducting business with integrity, fairness, and transparency. Bribery and corruption undermine organizational values and will not be tolerated under any circumstances.

	
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