

# STAYING ETHICAL DURING THE FESTIVE SEASON

As we approach the festive season, we recognize the joy and goodwill that exchanging gifts can bring. However, in the corporate world, transparency and compliance with organizational policies are paramount. This is a reminder to adhere to Amatola Water's Conflict of Interest Management Policy regarding gifts to ensure we maintain our ethical standards and avoid any potential risks of corruption.

## *The Risk of Accepting Gifts*



While receiving gifts may seem harmless, it can invite a higher risk of bribery, which is an element of corruption. Corruption is detrimental to organizations in many ways, and it can start with something as small and innocent as gifting. Accepting gifts illegally or not following company policies (such as the Conflict-of-Interest Management Policy) can be considered corrupt.

## *Familiarize Yourself with the Procedures*



Employees are encouraged to familiarize themselves with Amatola Water's Gifts Procedures to ensure compliance with the measures in place to control gifting. These policies help mitigate the risks associated with receiving gifts and ensure that all actions remain transparent and above board.

## *Understanding Bribery*



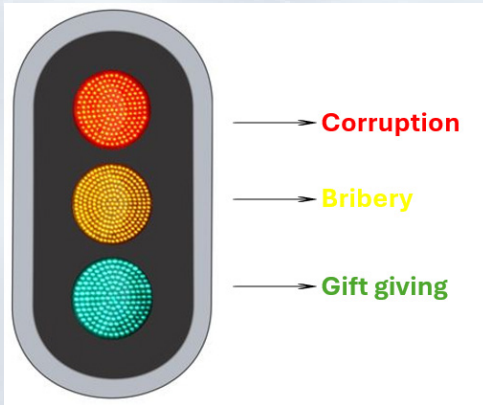
Bribery is defined as the corrupt solicitation, acceptance, or transfer of value in exchange for official action. It involves several key elements:

1. Offering, Giving, or Receiving Something of Value
2. Intent to Influence
3. Reciprocal Action or Favor

## *Bribery can take many forms:*

- Financial bribes
- Gifts or favours

- Kickbacks
- A decision in your favour
- Extortion



### ***Responding to Bribes***

If you are offered a bribe, it is important to follow these steps:

1. Stay Calm: Respond professionally and avoid escalating the situation.
2. Seek Clarification: Politely inquire about the person's intentions if the situation is unclear.
3. Decline the Bribe: Firmly and courteously refuse the offer.
4. Document the Incident: Write down a detailed account of the incident as soon as possible for future reference.
5. Exit the Situation: Remove yourself from the scenario promptly.
6. Report the Incident: Notify your line manager or use the Amatola Water fraud hotline.
7. Cooperate with Investigations: Provide all necessary information during any inquiry.

Let us continue to uphold our values and work together to ensure that we stay true to our ethical standards throughout the holiday season and into the new year.



**Contact the Ethics & Fraud Hotline to report any fraud or corruption ANONYMOUSLY**

Reports can be emailed to [amatolawater@Behonest.co.za](mailto:amatolawater@Behonest.co.za).

Anti-corruption Hotline number: 0800 701 701