

# Anti-Bribery and Corruption Policy

October, 2020

**Booktopia Group Limited ACN 612 421 388**

# Anti-Bribery and Corruption Policy

## Booktopia Group Limited ACN 612 421 388 and its subsidiaries (the Company)

### 1 Purpose of the Policy

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The Company is committed to acting ethically and has zero tolerance for Bribery and corruption. In accordance with these commitments, and to support the above behaviours, the Company has developed this Policy for countering Bribery and corruption.

### 2 Who the Policy applies to

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This Policy applies to:

- the Company and all subsidiary and affiliate companies over which it exercises control; and
- all directors, officers and employees of the Company (which includes temporary employees, or contract staff and consultants) (**Personnel**).

Individual and corporate entities associated with the Company, which act for or on behalf of the Company, or who perform functions in relation to or on behalf of the Company, are expected to have and comply with policies managing Bribery and corruption risk. This includes, but is not limited to, contractors, consultants, third party agents, third party introducers, referrers, persons acting in a fiduciary capacity, service providers and joint venture partners in any of the Company's operations (collectively, **Business Partners**).

The Chief Commercial Officer may request copies of a Business Partner's anti-bribery and corruption policy and related materials. Where the Chief Commercial Officer identifies that a Business Partner does not have policies managing bribery and corruption risks, or identifies that these policies are inadequate, the Company expects its Business Partners to comply with this Policy.

This Policy applies to all business and transactions, regardless of where they occur and whether or not any particular conduct may be regarded as common or customary in a particular place or location.

Responsibility lies with every person covered by this Policy to counter Bribery by adhering to this Policy.

Every manager must communicate this Policy and ensure that all Personnel reporting to them, and Business Partners within their area of responsibility, understand and comply with the prohibitions in this Policy.

### 3 What is prohibited conduct?

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All Personnel and Business Partners of the Company must not:

- pay, offer, promise or accept, directly or indirectly, any Bribe, kickback, secret commission, Facilitation Payment, or other form of improper payment (however small), or otherwise breach relevant anti-corruption laws (see section 4.1 below);

- make political donations on behalf of the Company (see section 4.2 below);
- make any charitable or community donations or sponsorships which are or could be perceived as Bribes, or otherwise in a manner contrary to this Policy (see section 4.3 below);
- offer, provide or accept Gifts, Hospitality or Travel in a manner contrary to this Policy (see section 4.4 below);
- engage or deal with a Business Partner in a manner contrary to this Policy (see section 4.5 below);
- enter new business ventures or invest in new companies or countries in a manner contrary to this Policy (see section 4.6 below);
- falsify or mis-describe any book, record or account relating to the Company's business. All receipts and expenditures must be supported by documents that describe them accurately and properly; or
- cause or authorise any of the above conduct or any other conduct which is inconsistent with this Policy or any anti-corruption laws.

Personnel and Business Partners must not do any of the above in their 'personal capacity' in an attempt to evade the requirements of this Policy.

No Personnel or Business Partner will be penalised, or be subject to other adverse consequences, for refusing to pay Bribes, or engage in any other conduct which would be a breach of this Policy, even if that refusal may affect the Company's business.

## 4 Guidance on prohibited conduct

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### 4.1 Bribery and facilitation payments

The Company, its Personnel and its Business Partners must not:

- commit, be a party to, or be in any way involved in any Bribery or corruption, or otherwise breach relevant anti-corruption laws; or
- promise, offer, provide (or cause to be provided) any Bribe, Facilitation Payment, kickback, secret commission or other form of improper payment (however small) in order to obtain any business or an advantage for the Company, for themselves, or for others.

Particular care must be taken in dealings with Public Officials. All payments or benefits offered or provided to a Public Official must be consistent with this Policy

No Personnel will be penalised for providing a payment or benefit in circumstances where they fear imminent physical injury to themselves or another person if the payment or benefit is not provided. If any payment or benefit is provided in these circumstances, you must immediately report it to the Chief Commercial Officer. Further, it must be promptly recorded (including the amount of the payment or identification of the benefit provided, the identity of to whom it was made and the circumstances in which it was made).

### 4.2 Political donations

The Company, its Personnel and Business Partners must not grant financial or other support to political parties, political campaigns, or individual politicians on behalf of the Company, as this could be perceived as an attempt to gain business or an advantage. Personnel and Business Partners may exercise their personal right to participate in political and democratic processes.

### **4.3 Charitable or community donations or sponsorships**

Charitable and community donations or sponsorships can in some circumstances be used as a disguise for Bribery, for example where a donation is provided to a 'charity' which is controlled by a person who is in a position to make decisions affecting the Company. Personnel must ensure through due diligence and transparency that charitable and community donations do not constitute Bribery.

Personnel or Business Partners who wish to make charitable or community donations on their own behalf must make it clear that they are not doing so on behalf of the Company.

All charitable or community donations made on behalf of the Company must:

- be approved according to the Company's approval processes (please see the Code of Conduct for more details); and
- be documented, with all records kept.

### **4.4 Gifts, Hospitality and Travel**

The Company, its Personnel and Business Partners must not offer, provide or receive any Gift, Hospitality or Travel that may be perceived to improperly influence a relationship or decision affecting the Company or its business.

The following guidelines apply at all times, and do not change during traditional gift-giving seasons. Gifts, Hospitality and Travel must:

- never consist of cash or cash equivalents;
- be reasonable and of modest value, both in isolation and when considered in the context of other Gifts and Hospitality offered to the same recipient;
- be appropriate and consistent with reasonable business practice;
- be provided only for the purpose of building or maintaining business relationships or normal courtesy, and never be offered for something in return; and
- be provided in an open and transparent manner, and never be offered if full transparency and disclosure would be embarrassing to the Company or the recipient.

Particular caution should be exercised if the recipient of any Gift, Hospitality or Travel is a Public Official. In addition to the guidelines above, where Gifts, Hospitality or Travel are provided to a Public Official, Personnel must ensure that they are:

- permissible under all applicable laws, rules and regulations; and
- within any monetary limits, and comply with any disclosure obligations, imposed by the recipient's organisation or local laws. Personnel and Business Partners should check whether the recipient's organisation or local laws impose any such limits or disclosure requirements.

All Personnel and Business Partners must obtain approval in advance by the CEO (or in the absence of the CEO, the CFO) (in accordance with the Company's approval processes) for:

- all Gifts over \$200;
- Hospitality to Public Officials over \$200; and
- all Travel for individuals who are not Personnel or Business Partners of the Company.

All Gifts, Hospitality and Travel which require approval, whether provided by you or received by you, must be documented and recorded in the gifts register maintained by the Company Secretary. The record must expressly state the nature and purpose of the

Gift, Hospitality or Travel, including the value and the identities of the giver and receiver, and details of any approvals given.

#### **4.5 Engaging and dealing with Business Partners**

The Company is committed to promoting anti-corruption practices amongst any Business Partners it engages.

Personnel and Business Partners of the Company must not engage or make a payment to a Business Partner knowing or suspecting the Business Partner may use or offer all or a portion of the payment directly or indirectly as a Bribe, kickback, secret commission or other form of improper payment.

To minimise the risk of Business Partners engaging in inappropriate conduct, Personnel must:

- always act with due care in selecting Business Partners and in monitoring their activity;
- ensure that Business Partners are aware of and respect this Policy;
- ensure that all fees and expenses paid to Business Partners (including any commissions and success fees) represent appropriate and justifiable remuneration, which is transparent, commercially reasonable under the circumstances, and for legitimate services rendered;
- ensure that all fees and expenses must be paid to the Business Partner themselves (and to an account in their name in their principal place of business);
- record the relationship in a written agreement, which contract must be authorised in accordance with the Company's contract approval processes;
- reserve the right to terminate the relationship in the event that the Business Partner violates the Policy; and
- keep accurate financial records of all payments including accurate descriptions of the purpose of the payment.

#### **4.6 New countries and business ventures**

Entry into new countries and new business ventures may pose risks from an anti-bribery and corruption perspective.

In advance of undertaking new business ventures or investing in new companies or countries, the Company will include in its due diligence processes consideration of corruption risks and its ability to address any such risks.

## **5 What to do if you suspect this Policy has been breached**

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If you become aware of any of any actual or suspected breach of this Policy, or any request or demand for any undue financial or other advantage, you must report this in accordance with the Company's Whistleblowers Policy or to the Company Secretary / Chief Commercial Officer.

Processes are in place under the Company's Code of Conduct and Whistleblowers Policy to ensure that such complaints are logged, investigated and appropriate action is taken. Measures are in place to ensure complaints are treated confidentially to the extent possible, consistent with applicable laws.

The Board wants all Personnel to feel safe and supported in raising concerns under the Whistleblowers Policy. The Policy contains information on who you can speak to and how

to contact them, as well as protections that you are entitled to under the Policy and under the law.

The Company will not permit retaliation of any kind against any Personnel who has reasonable grounds to suspect a violation of this Policy. Any actual or attempted retaliation is also a breach of this Policy.

The Board will be kept informed of any material breaches of this Policy.

## 6 Consequences of breaching this Policy

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The Company has zero tolerance for conduct in violation of this Policy. Failure to comply with this Policy may lead to disciplinary action, up to and including dismissal. Conduct in violation of this Policy may also breach applicable anti-corruption laws and result in criminal or civil penalties, including fines and imprisonment.

Personnel and Business Partners must cooperate fully and openly with any investigation by the Company into alleged or suspected corrupt activity or breach of this Policy. Failure to cooperate or to provide truthful information is a breach of this Policy.

## 7 Further information

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If you have any questions about this Policy, or doubt about whether particular conduct may violate this Policy, you are encouraged to discuss the issue with a supervisor, senior manager, or the Company Secretary / Chief Commercial Officer for guidance.

Personnel will be provided with training on this Policy. Key Personnel will receive regular training.

This Policy will be available on the Company's public website and on the Company's intranet.

This Policy does not form part of terms of employment and may be amended from time to time.

## 8 Reviewing and maintaining the Policy

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This Policy will be reviewed from time to time and amended as required

At a minimum, the Policy is to be reviewed at least every two years to ensure reports pursuant to, or breaches of, this Policy are appropriately recorded, investigated and responded to, that this Policy continues to operate effectively and confirm whether any changes are required to the Policy.

## 9 11 Definitions

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In this Policy:

<b>Term</b>	<b>Definition</b>
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<b>Bribe(s) / Bribery</b>	<p>Involves improperly promising, offering or providing a benefit or something of value to a Public Official or someone in business, either directly or indirectly, in order to obtain or retain business or an advantage or to induce or reward improper conduct or an improper decision.</p> <p>While a Bribe may involve a monetary payment or offer, it covers anything of value such as cash or cash equivalents (eg gift vouchers or loans), some Gifts, Hospitality, entertainment or Travel, donations or scholarships, the provision of favours (eg discounted or 'free' products or use of the Company's services, facilities or property) or anything else that is of significant value to the recipient.</p>
<b>Business Partners</b>	<p>Any person or entity which acts for or on behalf of or performs services for the Company, including third party agents, joint venture partners, consultants, distributors or service providers.</p>
<b>Facilitation Payments</b>	<p>Unofficial payments (usually of a small value) made with the purpose of expediting or facilitating the performance by a Public Official of a routine governmental action.</p>
<b>Gifts</b>	<p>Include physical items (such as 'free' products, flowers, wine, tickets to events and the like) as well as any intangible item of value, which are given to an individual (rather than being used in a hosted business context).</p>
<b>Hospitality</b>	<p>Includes invitations to business meals, entertainment, receptions, sports and cultural events hosted in a business context.</p>
<b>Public Official</b>	<p>Any government or public official in Australia or any other country, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a person holding a legislative, executive, administrative or judicial office (whether appointed or elected);</li> <li>• an employee, official or contractor of, or person acting in an official function or capacity for a government or public body (including a military or police force), a government-owned or government-controlled enterprise (including a state owned enterprise), or a public international organisation;</li> <li>• a political party or party official or candidate for political office;</li> <li>• a person holding an appointment, position or office created by custom or convention, such as potentially some tribal leaders or member of a royal family; or</li> <li>• an authorised intermediary or agent of a person covered by any of the paragraphs above.</li> </ul>
<b>Travel</b>	<p>Refers to circumstances where the Company pays the travel expenses (for example, flights, accommodation, and living expenses) of individuals who are not Personnel, Business Partners or representatives.</p>