

ARCHVISTA

ANTI-BRIBERY & ANTI-CORRUPTION POLICY

ARCHVISTA is an architectural consultancy and construction services company delivering Exterior, Interior, fit out, construction and a range of specialist services.

The following Anti-Bribery & Anti-Corruption Policy Statement (the “Policy”) serves to express ARCHVISTA’s commitment to provide employees a safe workplace and comply with the Act and to take every reasonable measure to be operated in an open, honest and fair manner.

▪ **Goals**

- Adopting a zero-tolerance policy to bribery and corruption.
- Complying with legislation.

▪ **Responsibilities Management:**

Will provide and maintain as far as possible:

- Training employees to ensure they understand the requirements of The Prevention of Corruption Act, 1947, Bangladesh. Safe systems of work.
- Ensuring that no employee will suffer any adverse consequences as a result of reporting any suspicion of bribery or corruption. Facilities for the welfare of workers.
- Monitoring the giving and receiving of gifts and entertainment and ensuring that approval procedures are understood and complied with. Thus, entertainment needs to be appropriate and relevant.
- Employees should contact the Company Secretary if they have any questions about the Act or the Policy and escalate the matter up to the Chief Executive if they feel it is appropriate to do so.
- Overall responsibility for this policy rests with the ARCHVISTA administration. A copy of the full Anti-Bribery Policy is available to all the employees.

Each worker has an obligation to:

- contact the Company Secretary if they have any questions about the Act or the Policy and escalate the matter up to the Chief Executive if they feel it is appropriate to do so.
- Comply with Ethical training
- Report immediately if receive any disgraceful offer or illegal offering from clients to the corresponding authority.

Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realizing our anti Bribery & Anti-Corruption objectives to create a global working environment with honesty and pride.

This policy applies to all employees of ARCHVISTA working on site and off site.

Policy authorized by:



Mamun Ar Rashid
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ARCHVISTA



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