

# **Anti-Bribery and Corruption Policy**

**Kacific Broadband Satellites Limited**

Company Registration Number: 201317505N

Incorporated in Singapore

## INTRODUCTION

This is the Anti-Bribery and Corruption Policy (**ABC Policy**) of Kacific Broadband Satellites Limited (**KBSL**) and each of its subsidiaries (individually and collectively referred to in this Policy as **Kacific**).

This ABC Policy

- applies to, and must be complied with by, all Kacific employees, directors, consultants and contractors (**relevant staff**) as well as its actual or potential business partners, customers, representatives, suppliers, intermediaries and any governmental or statutory body (such as a licensing authority or customs official) (**Third Parties**); and
- is to be read in conjunction with other Kacific policies which regulate the behaviours of relevant staff and Third Parties, in particular its Supplier Code Of Conduct, Anti-Money Laundering Policy and Travel Policy (**Related Kacific Policies**).

## THE POLICY

- Kacific adopts a zero tolerance approach to bribery and corruption in any form.
- We do not offer, pay or accept any bribes for any purpose, either directly or through a third party (such as an agent or intermediary).
- “Facilitation payments” are strictly prohibited.
- This ABC Policy extends to dealings with any public or private sector entity, including any persons working for, or representing, those entities.

*As well as complying with this ABC Policy Kacific must also comply with anti-bribery and corruption (**ABC**) laws applicable in the places where we do business. These include the Singapore Prevention of Corruption Act, the UK Bribery Act, the US Foreign Corrupt Practices Act and the Australian Criminal Code Act.*

## BRIBERY OR CORRUPTION

A bribe or corrupt act includes receiving, offering, promising, authorising or providing “*anything of value*” to any third party (which would include a customer, business partner, government official, or supplier) in order to secure, induce or keep an improper or unfair advantage.

“Anything of value” is a broad term. It not only includes cash and cash equivalents (such as gifts, loans, travel and entertainment) but extends to any other non-monetary benefit or gift such as a favourable contract, employment opportunity, sponsorship or charitable donation. It can include something of only nominal value, if given with the intent of trying to secure an advantage.

There is a presumption of corrupt intent if anything of value is given to employees of, or persons dealing with government.

## COMPLIANCE WITH THIS ABC POLICY

All relevant staff must comply with this ABC Policy. This means that relevant staff must not:

- give, offer or authorise to give
- request or accept, or authorise the request or acceptance of

anything of value that could be construed as a bribe.

It is the individual responsibility of each Kacific Party to ensure anything of value that it extends or receives is not a bribe and is in compliance with this ABC Policy and the Related Kacific Policies.

If you have any doubts about whether you are offering, or being offered, a bribe you should discuss this with your manager or the Compliance Officer. The Compliance Officer is Kacific's legal counsel.

All relevant staff must undertake proper due diligence of all Third Parties with whom Kacific is intending to contract or do business with. Third Parties should agree not to engage in any bribery or corruption. Appropriate ABC undertakings to include in contracts and agreements can be obtained from Kacific's General Counsel or its Chief Operating Officer.

## **FACILITATION PAYMENTS AND KICKBACKS**

Kacific does not make, and will not accept, facilitation payments or "kickbacks" of any kind.

**Facilitation payments**, also known as "back-handers" or "grease payments", are typically small, unofficial payments made to secure or expedite a routine or necessary action (for example by a government official). They are common in some other jurisdictions in which Kacific operates.

**Kickbacks** are typically payments made in return for a business favour or advantage.

You must avoid any activity that might lead to a facilitation payment or kickback being made or accepted by Kacific or on its behalf, or that might suggest that such a payment will be made or accepted. If you are asked to make a payment on Kacific's behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Chief Operating Officer.

## **GIFTS, HOSPITALITY AND EXPENSES**

This ABC Policy allows reasonable and appropriate hospitality or entertainment given to or received from Third Parties, for the purposes of:

- i. establishing or maintaining good business relationships;
- ii. improving or maintaining Kacific's image or reputation; or
- iii. marketing or presenting Kacific's products and/or services effectively.

Both giving and accepting of gifts is allowed if the following requirements are met:

- i. it is not made with the intention of influencing a Third Party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- ii. it is given in Kacific's name, not in the name of a relevant staff member;
- iii. it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- iv. it is appropriate in the circumstances, taking account of the reason for the gift, its timing and value. For example, if it is customary for small gifts to be given during a festive period;
- v. it is given openly, not secretly; and
- vi. it complies with any applicable local law, including any ABC law.

Promotional gifts of low value such as branded stationery to or from existing customers, suppliers and business partners will usually be acceptable.

Reimbursing a Third Party's expenses, or accepting an offer to reimburse Kacific's expenses (for

example, the costs of attending a business meeting) would not usually amount to bribery. However, a payment in excess of genuine and reasonable business expenses (such as the cost of an extended hotel stay) is not acceptable.

Kacific appreciates that practice varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift, hospitality or payment is reasonable and justifiable. The intention behind it should always be considered.

#### **RECORD-KEEPING**

Kacific must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to or receiving / refusing payments from Third Parties.

You must declare and keep a written record of all hospitality or gifts given or received, which will be subject to managerial review. Any hospitality or gift which is of a value of over US\$70.00 (per person) must be accompanied by a narrative explaining why the value is justified as a reasonable business expense.

You must submit all expenses claims relating to hospitality and / or gifts offered or made to Third Parties in accordance with our expenses policy and record the reason for expenditure.

All accounts, invoices, and other records relating to dealings with Third Parties should be prepared with strict accuracy and completeness. Accounts must not be kept "off-book" to facilitate or conceal improper payments.

#### **POLITICAL AND CHARITABLE DONATIONS**

No Kacific Party shall make any political contribution using Kacific funds or resources. A political contribution includes providing support to any political candidate or official.

Kacific only makes charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval of the Compliance Officer.

Charitable contributions should not be used as a way of concealing a bribe.

#### **CONSEQUENCES OF VIOLATION**

A violation of this ABC Policy will lead to disciplinary action for the Kacific Party involved. This can include summary dismissal. Kacific may also report the violation to any relevant law enforcement authority.

Kacific may also be exposed to criminal or civil claims and reputational harm arising from the violation.