



Anti-bribery and Corruption Policy

Nuchev Limited

ACN 163 225 090

Adopted by the Board on 20/11/2019

1 Purpose of this Policy

At Nuhev Limited (**Nuhev**), we are committed to acting ethically and have zero tolerance for Bribery and corruption. In accordance with these commitments, and to support the above behaviours, Nuhev has developed this Policy for countering Bribery and corruption.

2 Who this Policy applies to

This Policy applies to:

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

Individual and corporate entities associated with Nuhev, which act for or on behalf of Nuhev, or who perform functions in relation to or on behalf of Nuhev, 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 Nuhev's operations (collectively, **Business Partners**).

Nuhev's Chief Financial Officer (**CFO**) may request copies of a Business Partner's anti-bribery and corruption policy and related materials. Where the CFO identifies that a Business Partner does not have policies managing bribery and corruption risks, or identifies that these policies are inadequate, Nuhev expects its Business Partners to comply with the standards of conduct set out in this Policy.

It is the responsibility of all Personnel to counter Bribery by adhering to this Policy.

Every manager must communicate this Policy and ensure that:

- all Personnel reporting to them understand and comply with the prohibitions in this Policy; and
- all Business Partners within their area of responsibility understand Nuhev's expectations of them under this Policy.

3 What this Policy applies to

This Policy applies to all Nuhev's 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.

4 Summary of prohibited conduct

All Personnel 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 5.1 below);
- make political donations on behalf of Nuchev (see section 5.2 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 5.3 below);
- offer, provide or accept Gifts, Hospitality or Travel in a manner contrary to this Policy (see section 5.4 below);
- engage or deal with a Business Partner in a manner contrary to this Policy (see section 5.5 below);
- enter new business ventures or invest in new companies or countries in a manner contrary to this Policy (see section 5.6 below);
- falsify or mis-describe any book, record or account relating to Nuchev’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.

Nuchev also expects that its Business Partners will not do any of the above.

Personnel must not, and Business Partners are expected not to, 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 Nuchev’s business.

5 Guidance on prohibited conduct

5.1 Bribery and facilitation payments

Nuchev and its Personnel 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 Nuchev, for themselves, or for others.

Nuchev also expects that its Business Partners will not do any of the above.

Particular care must be taken in dealings with Government Officials. All payments or benefits offered or provided to a Government 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 Nuchev’s CFO. Further, it must be promptly recorded (including the amount of the payment or identification of the benefit provided, the identity of the person to whom it was made and the circumstances in which it was made).

5.2 Political donations

Nuchev, its Personnel and Business Partners must not grant financial or other support to political parties, political campaigns, or individual politicians on behalf of Nuchev, 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.

5.3 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 Nuchev. 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 Nuchev.

All charitable or community donations made on behalf of Nuchev must:

- be approved according to Nuchev's approval processes; and
- be documented, with all records kept.

5.4 Gifts, Hospitality and Travel

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

Nuchev also expects its Business Partners to comply with these standards of conduct.

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 Nuchev or the recipient.

Particular caution should be exercised if the recipient of any Gift, Hospitality or Travel is a Government Official. In addition to the guidelines above, where Gifts, Hospitality or Travel are provided to a Government 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 should check whether the recipient's organisation or local laws impose any such limits or disclosure requirements.

All Personnel must exercise sound business judgment and obtain approval for Gifts, Hospitality and Travel in accordance with Nuchev's Accepting and Providing Gift, Entertainment and Travel Policy.

All Gifts, Hospitality and Travel which require approval and which are received from or provided to a third party, whether provided by you or received by you, must be documented and recorded. 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.

5.5 Engaging and dealing with Business Partners

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

Personnel 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 Nuchev'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.

5.6 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, Nuchev will include in its due diligence process consideration of corruption risks and its ability to address any such risks.

6 Reporting suspicious activity

If you become aware 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 to Nuchev's CFO or CEO.

Processes are in place to ensure that such complaints are logged, investigated and appropriate action is taken. In accordance with Nuchev's Speak Up Policy, measures are in place to ensure complaints are treated confidentially to the extent possible, consistent with applicable laws.

Nuchev 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 of Nuchev will be kept informed of any material breaches of this Policy.

7 Consequences of breaching this Policy

Nuchev 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 must cooperate fully and openly with any investigation by Nuchev 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.

8 Questions relating to this Policy

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 Nuchev's CFO for guidance.

9 Communication and training

Nuchev will ensure that all Personnel (including new employees) are informed about and understand this Policy.

All Personnel will receive a copy of this Policy and be provided with training. Key Personnel will receive regular training.

A copy of this Policy will also be publicly available on Nuchev's website.

10 Reviewing and maintaining the Policy

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

11 Definitions

In this Policy:

- **Bribe(s) / Bribery** involves improperly promising, offering or providing a benefit or something of value to a Government 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. 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 Nuchev's services, facilities or property) or anything else that is of significant value to the recipient.
- **Business Partners** are any person or entity which acts for or on behalf of or performs services for Nuchev, including third party agents, joint venture partners, consultants, distributors or service providers.
- **Facilitation Payments** mean unofficial payments (usually of a small value) made with the purpose of expediting or facilitating the performance by a Government Official of a routine governmental action.
- **Gifts** mean any gift, gratuity, favour, benefit, discount, forbearance, or other tangible or intangible item having monetary value for which the recipient does not pay fair market value. A gift also includes meals, drinks, entertainment and recreation (tickets, passes, etc.), services, training, transportation, discounts, promotional items, lodging, gift cards, door prizes or physical items (such as 'free' products, flowers, wine, tickets to events and the like).
- **Government Official** means any government or public official in Australia or any other country, including but not limited to:
 - a person holding a legislative, executive, administrative or judicial office (whether appointed or elected);
 - 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;
 - a political party or party official or candidate for political office;
 - 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
 - an authorised intermediary or agent of a person covered by any of the paragraphs above.
- **Hospitality** includes invitations to business meals, entertainment, receptions, sports and cultural events hosted in a business context.
- **Travel** refers to circumstances where Nuchev pays the travel expenses (for example, flights, accommodation, and living expenses) of individuals who are not Personnel, Business Partners or representatives.