

# 4.

## Anti-corruption



### Bribery

MHI is committed to promote fair and honest business practices and will not tolerate bribery of any form.

Bribery is the offering, promising or giving, accepting or soliciting of an advantage in order to obtain in return an action which is illegal, unethical or in breach of trust.

The “advantage” does not need to be in cash. It can be anything of value such as gifts, loans, kickbacks, fees, commissions, rewards and other monetary and non-monetary benefits (e.g., charitable donations, services, travel, entertainment, hospitality, employment opportunities, etc.), or a promise or an informal agreement to provide similar types of benefits in the future.

International legislation against corruption and bribery is developing rapidly. A breach of any of these laws is a serious offense that can result in fines for the individual, as well as for the company and/or its Directors, and/or exclusion from tendering for public contract, and can additionally result in imprisonment for individuals. MHI employees must not engage in bribery of any kind, for any purpose, whether directly or indirectly through third parties, and whether to government officials or to private persons.

In certain jurisdictions a company can be held responsible for bribery activity even if the activities were carried out by an agent, consultant, joint venture partners or any other intermediary working for or on behalf of the company. It is therefore very important that MHI employees take steps to ensure that bribes are not offered or made for MHI or on its behalf by third party intermediaries. Such steps must include:



- conducting anti-corruption Due Diligence before entering into the respective relationship with third parties to verify their qualification, reputation and integrity,
- inserting in agreements or contracts with third parties appropriate contractual provisions requiring them to act properly,
- ensuring that all fees and expenses paid to third parties represent appropriate and justifiable remuneration for legitimate services rendered by them, and
- keeping accurate financial records of all payments to third parties.

When you are asked to provide or offered a bribe, or in the event of any other suspicious requests, you must immediately inform your manager or the Whistle-Blowing helpline, and subsequently the incident must be reported to HR and the Legal Department. The same principle applies to facilitation payments\* intended to secure or expedite performance; such payments might be considered “borderline” cases by some, but they are illegal in most (but not all) countries.

*(\*) Facilitation payments are small cash payments or items intended to secure or expedite a routine action or performance that the payer is legally entitled to. Facilitation payments are forbidden in most countries and as such considered equivalent to bribes in these countries.*

*Any MHI employee who has been asked for facilitation payments must inform his or her manager or the Whistle-Blowing helpline. The incident must also be reported to HR and the Legal Department.*

# 4.

## Anti-corruption (cont'd)

Like anti-competition laws, anti-corruption laws are complex with many “borderline” cases, so employees should always consult with the Legal Department whenever encountering a situation or a request that could be considered a bribe. Also, like anti-competition laws, each country has its own anti-bribery/corruption laws and enforces those laws through its own enforcement regime. This means that in certain circumstances these anti-corruption laws may apply to MHI and/or the individual for an alleged offense even though the relevant act(s) occurred outside that country, and that a single act may subject MHI and/or the individual to fines or criminal prosecution in multiple countries and jurisdictions.

### Gifts, entertainment and hospitality

MHI is aware that gifts, entertainment and hospitality are tokens of gratitude in business and private relations and can be important in building long term business relationships. These expenses must however always stay within reasonable limits, be consistent with local custom and practice, and in all cases avoid being excessive or improper to ensure MHI retains its reputation of transparency and integrity. Money or cash equivalents are always inappropriate gifts.

In general, MHI employees should try to not accept gifts from third parties in connection with work activities. However, the culture of gift giving differs from country to country. In some cultures the rejection of a gift might be considered offensive. If returning a gift would offend the giver, or the circumstances under which it was given preclude its return, the employee may accept the gift, but should notify his or her manager, who will work with the employee either to donate the item to charity, or to distribute or raffle the item among a large group of employees.





# 5.

## Health and safety of services and products

Safety is of the highest priority within MHI.

MHI believes that all employees, contractors, customers and members of the public entering working areas controlled by MHI are entitled to a safe and secure environment where people and property are not exposed to unnecessary risk.

The first priority and immediate reaction upon the identification of a health and safety issue with our services and/or products must always be preventing the occurrence or spread of damage and/or personal injury.

MHI shall take immediate action to resolve any identified health and safety issues together with the relevant parties.

Employees at all levels are expected to conduct themselves in accordance with the law and applicable procedures. They should never expose themselves or others to unacceptable safety risks, whether at an MHI site or another party's site. Employees are required to report all incidents in which they are directly involved, or that they witness, to their managers, HR, the Legal Department or the Whistle-Blowing helpline.