



ABC Rules.

Anti-Bribery / Corruption.



Bribery is not permitted!

Prohibited:

- × Payments for undue services.
- × Payments for unaccounted services.
- × Payments aimed at accelerating a process (“facilitation payments”).
- × Payments without evidence of a receipt.
- × Commissions not reflecting market conditions.
- × Gifts (goods, entertainment, cash disbursements) exceeding CHF 300.
- × Over-invoicing and under-invoicing.



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No involvement of agents without authorised agency agreement and approval!

Mandatory:

- No entering into agency agreements without a written request in accordance with the “Compliance” Directive.
- Only enter into contracts that comply with the guidelines specified in the “Compliance” Directive.
- For each new customer project involving agents, follow the process required under the “Compliance” Directive.

Further information/Compliance Board:

- For further information please refer to the Code of Conduct and to the “Compliance” Directive (available on the B-World).
- In case of uncertainties please contact your line manager or the Compliance Board represented by:
 - Head of Human Resources Management
 - Head of Internal Audit
 - Head of Corporate Compliance & Integrity
 - Chief Financial Officer