


<b>WIS FINANCE</b>	<b>APPROVED BY/ISSUED DATE</b> Chief Financial Officer 24 November 2017	 <b>POLICIES &amp; PROCEDURES</b>
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<b>ANTI-BRIBERY POLICY</b>		

The Wesfarmers Anti-bribery Policy (**Policy**) was adopted by Wesfarmers Industrial & Safety (“WIS”) in August 2012.

The Policy:

- Prohibits bribes from being offered, given or accepted, along with facilitation payments, secret commissions and money laundering; and
- introduces specific requirements around the giving and accepting of gifts and entertainment, and the making of political and charitable donations.

Each WIS employee needs to comply with the requirements of the Policy. A brief outline of the Wesfarmers anti-bribery framework is below, but we encourage you to read the Policy and talk to your manager if you have any questions.

### **Anti-Bribery Officer**

Anna Hooper has been appointed as the Anti-bribery Officer for WIS. Anna is the person that you can report instances of bribery or improper conduct to, and who can discuss with you whether particular payments/gifts/entertainment might contravene the Policy. She will also:

- Administer the gifts and entertainment register for WIS;
- approve charitable donations made on behalf of WIS; and
- action any red flags that might arise from time to time.

Political donations may only be made with the permission of the Wesfarmers Limited Board.

### **Gifts and Entertainment Register**

The gifts and entertainment reporting threshold for WIS has been set at \$200 (accepting) and \$200 (giving). This means that you must immediately report any gifts or entertainment that exceed these amounts. If you are not sure whether a particular gift or entertainment exceeds the threshold amount then you should report it in the register.

The Wesfarmers Policy refers to the kinds of gifts or entertainment which might be prohibited – you need to make sure you have looked at this section and satisfied yourself that the gift/entertainment is appropriate before accepting it.

### **How do you report gifts/entertainment?**

Please complete the Gift Registration Form (located on the portal) with details of any gifts or entertainment received in excess of \$200 or any gifts or entertainment provided in excess of \$200 and email to: [antibribery@wisau.com.au](mailto:antibribery@wisau.com.au).