



ANTI-BRIBERY & CORRUPTION POLICY

Ignite Temps Limited

1. Purpose

Ignite Temps Limited is committed to conducting business fairly, honestly, transparently, and in full compliance with all applicable laws and regulations, including the UK Bribery Act 2010 and the Gangmasters and Labour Abuse Authority (GLAA) licensing standards.

This policy establishes the company's zero-tolerance approach to bribery and corruption and outlines the responsibilities of employees, workers, contractors, suppliers, agency partners, and associated persons.

2. Scope

This policy applies to all directors, managers, employees, temporary workers, contractors, suppliers, business partners, and any person acting on behalf of Ignite Temps Limited within the United Kingdom.

3. Policy Statement

Ignite Temps Limited operates a strict zero-tolerance policy towards bribery and corruption.

The company prohibits offering, promising, or giving bribes; requesting or accepting bribes; improper inducements or facilitation payments; and any conduct intended to secure unfair commercial advantage.

4. Legal Framework

This policy supports compliance with the UK Bribery Act 2010, GLAA Licensing Standards, the Modern Slavery Act 2015, and the Criminal Finances Act 2017.

5. Definitions

Bribery: Offering, promising, giving, receiving, or soliciting something of value to improperly influence a business decision.

Corruption: Dishonest or unethical conduct involving abuse of power for personal or commercial gain.

Facilitation Payments: Unofficial payments made to speed up routine processes or actions. These are strictly prohibited.



6. Prohibited Conduct

Employees and associated persons must never offer or accept bribes, provide gifts intended to influence decisions, use third parties to make improper payments, falsify records, make facilitation payments, or engage in kickbacks.

7. Gifts and Hospitality

Reasonable and proportionate business hospitality may be permitted where it is lawful, transparent, and not intended to influence decisions improperly.

Cash gifts, excessive hospitality, and gifts during procurement processes are prohibited.

8. Recruitment and Labour Supply Integrity

As a GLAA-regulated labour provider, Ignite Temps Limited is committed to ethical recruitment practices and will not tolerate worker exploitation, illegal recruitment fees, coercion, or corrupt labour supply arrangements.

9. Third Parties and Due Diligence

Ignite Temps Limited will conduct appropriate due diligence on clients, suppliers, subcontractors, and labour providers and ensure relevant anti-bribery obligations are included within contractual arrangements.

10. Financial Controls and Record Keeping

The company will maintain accurate financial records, transparent accounting procedures, proper authorisation controls, and complete documentation of payments and expenses.

11. Reporting Concerns

Any employee or worker who suspects bribery, corruption, or unethical conduct must report concerns immediately to senior management or the company compliance lead.

Ignite Temps Limited prohibits retaliation against individuals who raise genuine concerns.

12. Training and Awareness

Relevant personnel will receive training and guidance on anti-bribery legislation, GLAA compliance obligations, ethical recruitment standards, and reporting procedures.



13. Responsibilities

Directors, managers, employees, and workers are all responsible for ensuring compliance with this policy and promoting a culture of integrity and ethical conduct.

14. Monitoring and Review

This policy will be reviewed regularly to ensure ongoing compliance with UK legislation, GLAA licensing standards, and industry best practice.

15. Breach of Policy

Any breach of this policy may result in disciplinary action, dismissal, termination of contracts, removal from approved supplier lists, and criminal prosecution.

Reviewed April 2026