

RAIL WAGON ASSOCIATION LIMITED

Anti-Bribery and Anti-Corruption Policy Guidance for Members

The Rail Wagon Association (RWA) is a trade association representing the rail freight wagon interests of owners, keepers, users, designers, manufacturers, hirers, consultants, ECMs (Entities in Charge of Maintenance), maintainers, operators and infrastructure managers, including siding operators, based in the UK.

Compliance Statement

RWA is committed to ensuring full compliance with the law and to conducting all of our activities in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally and with integrity in all our activities and interactions with other parties. It is the responsibility of each RWA member to be aware of the requirements of anti-bribery legislation and to adhere to this at all times.

This policy applies to all persons acting on behalf of the RWA in any capacity, including directors, officers, contractors, consultants and Members.

These guidelines aim to protect Members and provide evidence that reasonable steps are being taken to avoid bribery and corruption from occurring.

What is Bribery or a Bribe?

A “Bribe” means a financial or other inducement or reward for action which is illegal, unethical, a breach of trust, or improper in any way. Bribes can take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract, or any other commercial or personal advantage or benefit. “Bribery” includes offering, promising, giving, accepting or seeking a bribe.

What are the risks?

Lobbying by trade associations may conflict with either the anti-bribery and responsible lobbying standards or the public policy positions of the members. Lobbying activities can lead to abuses such as:

- The giving or acceptance of bribes, gifts and excessive hospitality;
- Manipulation of data, research and reports to support a policy position;
- Hiding lobbying activities and expenditures by working through professional advisers; or
- Proposing legislation which favours one particular Member company.

Guidance

Persons acting on behalf of the RWA in any capacity must not:-

- give or offer any payment, gift, hospitality or other benefit in the expectation that a business advantage will be received in return, or to reward any business received;
- accept any offer from a third party that you know or suspect is made with the expectation that we will provide a business advantage for them or anyone else;
- give or offer any payment to a government official in any country to facilitate or speed up a routine or necessary procedure (even if these payments are common in certain countries);
or

- threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

Gifts And Hospitality

- This policy does not prohibit giving or accepting reasonable and appropriate hospitality (including meals, drinks, or other activities) for legitimate purposes such as building relationships or promoting the activities of RWA.
- Gifts must be of an appropriate type and value depending on the circumstances and taking account of the reason for the gift.
- Gifts or hospitality will be inappropriate if they are unduly lavish or extravagant, or could be seen as an inducement or reward for any preferential treatment (eg, when undertaking a tender process).
- Gifts must not include cash or be given in secret.

Directors and officers of the RWA must keep a written record of all hospitality or gifts given or received and report the same promptly to the Board. Such records must be reviewed and minuted at the following Board meeting.

Potential Breaches: Actions to be taken

Any person who is offered a bribe, or asked to make one, or has any suspicion that any bribery, corruption or other breach of this policy has occurred must notify the Board as soon as possible. The Board may terminate the contractual or other relationship with an individual working on behalf of or representing the RWA.

Further Information

For further information, contact the RWA Chair, Vice Chair or General Manager.

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