

Anti-Bribery & Anti-Corruption Policy

Policy Statement

Take Note Event Management (Pty) Ltd is committed to conducting its business with the highest standards of integrity, transparency, and accountability. We have a zero-tolerance approach towards bribery and corruption in all its forms, and we strictly prohibit any form of bribery or corrupt practices by our employees, contractors, suppliers, and business partners. This policy outlines our commitment to preventing bribery and corruption and provides guidelines for compliance with applicable laws and regulations.

Compliance with Laws

Take Note Event Management (Pty) Ltd and its employees shall comply with all applicable laws, regulations, and international conventions relating to anti-bribery and anti-corruption, including but not limited to the Prevention and Combating of Corrupt Activities Act, No 12 of 2004 ("PACCA").

Prohibited Conduct

- a. **Bribery:** No employee, contractor, supplier, or business partner shall offer, promise, give, request, or accept any bribes, kickbacks, facilitation payments, or improper inducements, whether in cash or in any other form, to or from any person or organization, in order to obtain or retain business, secure an improper advantage, or influence any decision.
- b. **Corrupt Practices:** No employee, contractor, supplier, or business partner shall engage in any corrupt practices, including embezzlement, fraud, money laundering, or any other unlawful activities related to bribery or corruption.
- c. **Gifts and Hospitality:** Employees shall exercise caution when giving or receiving gifts, hospitality, or entertainment to ensure they are reasonable, transparent, and in compliance with applicable laws and regulations. Gifts or hospitality that could be seen as an attempt to gain an unfair advantage or influence decision-making are strictly prohibited.

Due Diligence

Take Note Event Management (Pty) Ltd will conduct appropriate due diligence on its employees, contractors, suppliers, and business partners to ensure they comply with this policy. We will establish and maintain effective internal controls and procedures to identify and mitigate the risk of bribery and corruption in our operations.

Reporting and Whistleblowing

We encourage all employees, contractors, and business partners to report any concerns or suspicions of bribery or corruption promptly. *Take Note Event Management (Pty) Ltd* will protect whistleblowers from any retaliation and will treat all reports with strict confidentiality. Employees shall report concerns to their immediate supervisor, the Human Resources Department, or through an established confidential reporting mechanism.

Consequences of Non-Compliance

Any violation of this policy may result in disciplinary action, including termination of employment or contractual relationships, and may be reported to the relevant law enforcement authorities. *Take Note Event Management (Pty) Ltd* may also pursue legal remedies and recover damages caused by acts of bribery or corruption.

Training and Awareness

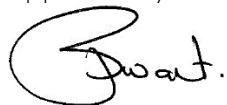
Take Note Event Management (Pty) Ltd will provide regular training to employees, contractors, and business partners to raise awareness of anti-bribery and anti-corruption policies, laws, and best practices. This training will emphasize the importance of compliance and the consequences of non-compliance.

Review and Updates

This policy will be regularly reviewed and updated to ensure its continued effectiveness and compliance with relevant laws and regulations.

By adhering to this policy, *Take Note Event Management (Pty) Ltd* aims to maintain its reputation for integrity and ethical conduct, foster fair competition, and contribute to the fight against bribery and corruption.

Approved By:



Joey Swart

Managing Director

1 February 2024
