



## **Anti-Bribery & Anti-Corruption (ABAC) Policy**

The Anti-Bribery and Anti-Corruption emphasizes MBL zero tolerance approach to bribery and corruption. It guides us to act professionally, fairly and with utmost integrity.

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## 1. Purpose

- 1.1 This policy emphasizes MBL zero tolerance approach to bribery and corruption. It establishes the principles with respect to applicable Anti-Bribery and Anti-Corruption laws.
- 1.2 The policy provides information and guidance on how to recognize and deal with bribery and corruption issues.
- 1.3 It guides us to act professionally, fairly and with utmost integrity in all our business dealings and relationships, wherever we operate.

## 2. Governance

- 2.1 Chief Executive Officer shall undertake periodic review and update this policy to reflect applicable law(s) and /or latest notifications released by the regulating authorities from time to time.
- 2.2 Any changes to this Policy shall be tracked and documented for future reference and all changes shall be performed by the Chief Executive Officer only after prior approval of the Management/Board of Director.
- 2.3 Chief Executive Officer shall monitor the effectiveness and review the implementation of the compliance principles set forth in this Policy, regularly considering its suitability, adequacy and effectiveness.
- 2.4 Associates are responsible for the successful implementation of the principles set forth in this policy and should ensure they use it to disclose any suspected concern or wrongdoing.
- 2.5 Any violation of this policy may have significant consequences, including potential prosecution, fines and other penalties for improper conduct, as well as imprisonment and/or disciplinary action up to and including termination of the concerned.

## 3. Scope & Applicability

- 3.1 The principles set forth in this policy are applicable to all Associates<sup>1</sup> and Business Partners<sup>2</sup> across MBL Entities<sup>3</sup>. It is therefore, the responsibility of all Associates and Business Partners to follow and adhere to all elements described in the Policy. In countries/States where there are more stringent applicable laws, regulations or industry codes, MBL requires compliance with the most restrictive requirement and the principles set out in this Policy shall stand superseded in those specific Market/countries.

## 4. Policy Framework

### 4.1 Bribe, Facilitation Payments or Kickbacks –

- MBL prohibits all forms of bribery and corruption whether involving, but not limited to, Government Official or a private sector person or company and whether directly or indirectly.
- MBL conducts its business lawfully and ethically and expects everyone associated with it to conduct its business with integrity regardless of the existence of any local customs or traditions that may question integrity.

### 4.2 No Associate shall ever –

- Directly or indirectly offer or pay, or authorize an offer or payment, of money or anything of value to a government official, Healthcare Professionals, or any other person or entity (including in the private sector), which is:

- Intended to influence the judgment of the recipient in exercising his or her job responsibilities, or
  - Intended to secure preferential treatment or an improper advantage for MBL, or
  - Intended as gratification for the recipient having made a decision or acted in a way that benefited MBL
  - Directly or indirectly request or accept any money or item of value, which is:
    - Intended to influence the judgment or conduct of an Associate in his or her job responsibilities, or
    - Intended as gratification for a decision or act in a way that benefits the person or entity giving the item of value.
- MBL (or any of its Associates) does not make or accept, Facilitation Payments or Kickbacks of any kind. All Associates must avoid any activity that may lead to, or suggest that a Facilitation Payment or Kickback will be made or accepted by MBL.
- If any Associate is asked to make a payment on behalf of MBL, he/she should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. Associate should always ask for a receipt that details the reason for the payment. If case of any suspicion, concern or query regarding a payment, raise these with the Chief Executive Officer without delay or hesitation.
- Any “red flags” or potential “red flags” observed by any Associate should be notified to the Chief Executive Officer as soon as possible. This should cover both actual and suspected conflict with the compliance principles, set forth in this policy.

#### 4.3 Government Officials (GO) –

- It is our responsibility to conduct operations and activities in compliance with applicable Anti-bribery and Anti-Corruption Laws, which prohibits improper/ unethical payments to Government Officials. Any payment or benefit conveyed to a GO must be fully transparent, properly documented, and accounted for.

#### 4.4 Gifts, Hospitality & Entertainment –

- MBL acknowledges that exchange of nominal gifts and sharing of entertainment is customary in many parts of the world during national, cultural and religious occasions.
- The giving or receipt of gifts by Associates is not prohibited, if following requirements are met:
- No quid pro quo – There must always be a legitimate business purpose to support gifts related expenses. Customary gifts, meals, entertainment, travel or lodging may never be given or received in return for a favour/ favourable treatment or to refrain from doing something disadvantaging MBL.
  - It complies with all applicable Anti-bribery and Anti-corruption laws
  - It is given under the brand name of MBL, and not in the name of any Associate
  - It does not include cash or a cash equivalent (such as gift certificates or vouchers)
  - Considering, the reason and nature of the gift, it is of an appropriate type and value and given at an appropriate time
  - It is given openly, not secretly; and
  - Gifts should not be offered to, or accepted from, GO or representatives, or politicians or political parties without seeking an opinion of the Chief Executive Officer
- The test to be applied is whether in all the circumstances the gifts, hospitality and entertainment is modest, desirable, reasonable, and not viewed as lavish regardless of actual monetary value and justifiable.
- Associates cannot accept any gifts in cash or kind, except owing to the customary or religious practices followed by any third party. Associates need to exercise professional judgment in identifying inappropriate, frequent or material gifts and entertainment and shall avoid the same to maintain integrity and independence.

- This policy does not intend to prohibit normal and appropriate hospitality (offered and received) to or from third parties, only if Associates or personnel of the third party organisation offering the hospitality are in attendance. Hospitality limited to meals, drinks and other such sustenance may be offered without prior approval if it is reasonable and justifiable in all the circumstances, taking into account reason and nature, appropriate type, value, given at an appropriate time and not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits.
- Hospitality involving attendance at sporting events or private boxes at sporting events should not be offered or accepted without seeking prior opinion of the Chief Executive Officer.
- In case any MBL Associate receives or offers a hospitality or gift, it should be declared via a written record for review by the Chief Executive Officer. The information should be given to the Chief Executive Officer in the form “Declaration for Gifts, Business Entertainment and Hospitality” appended as Annexure 01 to this Policy.

#### 4.5 Extortion –

- When a payment is extorted by an imminent threat to the safety of an Associate or his/her family members, the demanded payment may be made. However, once the immediacy of the situation has been resolved, the payment must be reported to the Chief Executive Officer, including information on the circumstances and amount of the payment. Any such payment always must be accurately and completely recorded in MBL’s books and records.
- MBL Personnel will not be in breach of this policy in respect of any payment made for reasons of personal safety and security. Where possible any such payment should only be made after consultation with Chief Executive Officer. Where not possible, such payment should be reported subsequently.

#### 4.6 Donations –

- MBL may make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without seeking the prior opinion of the Chief Executive Officer/Management. Associates may, in their personal capacity, make donations that are legal and ethical under local laws and practices. It is recommended that all such donations or contributions are documented with a receipt.

#### 4.7 Business Partner –

- We understand that various applicable anti-corruption and anti-bribery laws make MBL Entities responsible for the acts of our Business Partners and others acting on our behalf. Therefore, no Business Partner, acting on behalf of MBL may engage in any act that could be construed as bribery or corruption – whether using MBL funds or their own personal funds or whether acting directly or through a middleman. MBL expects all those acting on our behalf to abide by our standards of ethics and integrity and, where necessary and appropriate, to follow our procedures.
- While engaging with Business Partners, Associates should ensure that they comply with MBL’s Anti-Bribery and Anti-Corruption Policy.
- If any Associate becomes aware that Business Partner is engaged in bribery or corruption, that Associate should immediately report his/her concern.

## 5. Books, Records and Internal Controls

- 5.1 MBL is required to keep accurate books and records and to maintain internal controls to prevent and detect potential violations of our policies or of applicable laws. Internal controls are processes that monitor compliance with the company’s policies. MBL has appropriate controls to ensure that diligence is conducted, transactions properly approved, documentation received to support expenses, and interactions handled as required by our

policies. MBL shall also use proactive reviews, audits and internal investigations to further monitor compliance and to identify any potential areas to enhance.

- 5.2 All Associates must ensure that all payments and transactions of the MBL Entities, regardless of value, are recorded accurately with appropriate documentation. For example, in connection with every transaction, you must ensure that all required pre-approval forms, questionnaires, self- assessments, agreements with Business Partners and expense reports, with supporting documents, are maintained and recorded properly. These requirements also apply to every expense regulated by this policy, such as Gifts, meals, travel or other permitted expense.
- 5.3 The goal is to ensure that the MBL Entities' books, records and accounts accurately and fairly reflect our transactions in reasonable detail. Transparency and completeness in our records help demonstrate our compliance with this policy and with applicable laws and regulations. For example, submitting an expense voucher for a meal and failing to note that Government Officials attended the meal, may be viewed as creating an inaccurate corporate record. Creating a paper trail through emails or other documents after an expense was incurred to give the appearance that the expense was pre-approved also may be viewed as creating an inaccurate corporate record or falsifying documents.
- 5.4 If any Associate realizes that he/she mistakenly failed to provide complete information about a transaction or expense, he/she must escalate it to his/her Supervisor immediately. Trying to hide this mistake or falsifying of records should be avoided by Associates. It is best to be open and honest about the issue and work transparently with a Supervisor in trying to correct it properly in MBL's books and records. If an Associate becomes aware that MBL's books and records do not accurately reflect a transaction or expense, Associate must report this issue immediately.
- 5.5 Records and documents generated in connection with the principles set forth in this policy, including, but not limited to, any diligence files and contracting documents, must be maintained and stored for the period specified in the Data retention policy.

## 6. Raising a concern and Protection

- 6.1 All MBL Associates are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If they are unsure whether a particular act constitutes bribery or corruption, or if they have any other queries, these should be raised with the Chief Executive Officer. Concerns should be reported.
- 6.2 An Associate who refuses to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. MBL aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.
- 6.3 MBL Entities will ensure that no one will suffer any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If any Associate believes that he or she has suffered any such treatment, he or she should inform the Chief Executive Officer immediately. If the matter is not remedied then Associate should raise it formally to the Chief Executive Officer or Human Resource Head.

## 7. Exceptions

All exceptions to this policy must be approved by Chief Executive Officer/Management.

## 8. Power to Amend

The company reserves the right to amend/withdraw the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management. Company also committed to continuously reviewing and updating our policies and procedures. Therefore, this Code is subject to modification. Any amendment/ inclusion or waiver of any provision of this Code must be approved by the Company's Board of Directors and promptly disclosed with all concern area.



## Annexure – 1

I understand that if I have been offered any gift, entertainment or hospitality or if I am offering any entertainment or hospitality by/to a business partner or any other entity doing or seeking to do business with MBL, it is my obligation to make this declaration.

Whether the gift is being - \_\_\_\_\_ Offered \_\_\_\_\_ Received

Description of Gift/Hospitality \_\_\_\_\_

Date on which the gift was/is planned to be exchanged \_\_\_\_\_

Name of the person and organisation with whom the gift/hospitality is exchanged \_\_\_\_\_

Business relations (or potential relationship) of the person/organisation with MBL \_\_\_\_\_

Purpose for which the gift/hospitality was exchanged \_\_\_\_\_

I further declare that to the best of my knowledge these gifts or services have a value of approx. \_\_\_\_\_ *[insert amount in figures, words and mention the currency of payment]*

Additional details of the Gift, Entertainment or Hospitality services are as follows \_\_\_\_\_

The above details include the business justification for the gift/hospitality, the current location of the gift (in case of gifts received) and any other information MBL may require to make an assessment.

I have attached with this declaration any supporting documentation for

1. The value of the gift/hospitality.
2. The purpose for which the gift or hospitality is exchanged
3. Business justification of the gift or hospitality services

Any other relevant documentation that MBL may require to make an assessment on this matter I acknowledge that the information provide by me is true to the best of my knowledge.

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_