

## **FREIGHT FORWARDING – HANDLING – IMPORT & EXPORT - TRADING**



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### **Internal Procedures to Prevent Corruption**

- In the event of a staff member or an affiliate of Afnet cc is approached for a bribe, favour, or the offer of anything which has a monetary value to facilitate any procedure or process we are involved in at the time, the person shall;
  - a) Not accept the offer.
  - b) Advise management immediately.
  - c) Not actively encourage the individual to this course of action.
  - d) Discourage the individual for ever making this suggestion in the present or in the future.
  
- In the event that any staff member approaches the treasurer of the company for any funds that cannot be legally accounted for, whether suspicious or not, the treasurer shall;
  - a) Deny the request.
  - b) Report this request to management.
  
- In the event of any staff member being made an offer of the same as opposed to a request for the same, they shall;
  - a) Decline the offer immediately.
  - b) Make it very clear that this will never be an option.
  - c) Advise management.
  
- The same will apply whether the individual is a natural person or a Government facility or organization.
  
- Failure to comply with these rules will lead to a disciplinary hearing.