



Anti-Corruption Policy for Relim Consulting Services Limited
Effective Date: 1st January 2025

1. Purpose

Relim Services is committed to conducting business with integrity, transparency, and accountability. This policy outlines our stance against corruption and bribery and ensures compliance with Kenyan laws (e.g., Bribery Act 2016, Anti-Corruption and Economic Crimes Act 2003) and international standards (e.g., UN Convention Against Corruption).

2. Scope

This policy applies to:

All employees, including directors, officers, and temporary staff.
Business partners, suppliers, and contractors engaged with the Company.
Agents, consultants, and third-party representatives acting on behalf of the Company.

3. Definitions

Corruption: Abuse of power for personal or corporate gain.

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

Facilitation Payments: Small, unofficial payments to expedite routine government actions.

4. Prohibited Conduct

A. Bribery & Facilitation Payments

No employee or associate shall offer, accept, or request bribes, kickbacks, or facilitation payments.

Any demands for bribes must be immediately reported to the Managing Director.

B. Gifts & Hospitality

Gifts and hospitality must be modest, infrequent, and not influence business decisions. Any gifts valued above KES 1,000/= must be disclosed and approved by management.

C. Political & Charitable Contributions

The Company does not fund political parties or candidates. Donations to charities must be transparent and approved by management to prevent misuse.

D. Conflict of Interest

Employees must disclose personal interests in any business transaction involving the company.

No employee should engage in outside business that competes with the Company without approval.

5. Reporting Violations

Employees and stakeholders are encouraged to report suspected corruption or unethical behaviour via:

Email: relimconsultingservices@gmail.com

In-Person Reporting: Managing Director

All reports will be treated confidentially and without retaliation.

6. Compliance & Training

All employees must undergo anti-corruption training annually. New employees and contractors must sign an Anti-Corruption Acknowledgment Form. Regular internal audits will be conducted to assess compliance.

7. Consequences of Non-Compliance

Employees: Disciplinary action, including termination and legal action.

Contractors/Suppliers: Blacklisting and contract termination.

Legal Action: Reporting to authorities, prosecution, and financial penalties.

8. Review & Amendments

This policy will be reviewed every 3 years or as required by changes in law.

Approved by:
Bernard Omondi
Managing Director
1st January 2025