



Anti Bribery Policy

Koala For Work Ltd | Effective 28 September 2026

Koala For Work Ltd does not offer, request or accept bribes. This policy explains the conduct expected of our directors, employees, contractors and anyone acting for Koala, including when we work with customers, suppliers and public bodies.

What is prohibited

A bribe is a financial or other advantage offered, promised, given, requested or accepted to induce improper conduct or reward it. No one acting for Koala may use payments, gifts, hospitality, commissions, favours or a third party to obtain an improper business advantage.

Facilitation payments to speed up routine official action are prohibited. No one may conceal a payment by describing it as a fee, donation, expense or other legitimate charge.

Gifts and hospitality

Modest, occasional hospitality or a low value gift may be appropriate when it has a genuine business purpose and cannot reasonably be seen as influencing a decision. Cash or cash equivalents are never acceptable. Seek the Director's approval before offering or accepting anything of more than nominal value, or anything involving a public official, tender or live purchasing decision. Record approved items and their purpose.

Third parties and records

Before appointing an agent, intermediary or supplier who could act for Koala, check that the relationship has a legitimate purpose and that the proposed fee is reasonable. Put the agreed services and payment terms in writing. Keep accurate invoices, expense claims, purchase orders and financial records; do not use off-book accounts or false descriptions.

Raising a concern

Report a suspected bribe, improper request or breach promptly to Valerie Oyiki at valerie@koalaforwork.com. Do not make the payment while seeking advice, unless personal safety requires immediate action. Koala will consider the concern discreetly, investigate proportionately and take appropriate action. People who raise a genuine concern in good faith will not be penalised for doing so. If the concern involves the Director, obtain independent legal advice or report suspected crime to the police.

Ownership and review

The Director owns this policy, will communicate it to people working for Koala, and will review it at least annually and after a material change in the business or a reported concern. This policy is effective from 28 September 2026.

Approved by

Valerie Oyiki
Founder, Koala For Work Ltd

Signature: _____

Date: 28 September 2026