

Introduction

LOS Electrical Engineers runs the business with integrity. All of us must work together to ensure that they remain untainted by bribery or corruption. This policy is integral to that effort and we are all bound by it.

This policy covers the offer or receipt of gifts, hospitality or expenses to ensure that any legitimate expenditure is recorded and does not improperly affect the outcome of procurement, application or any other business transaction.

Offer and receipt of gifts and hospitality

LOS Electrical Engineers forbids any employee of the Company from soliciting any gift or hospitality in the course of his or her employment.

LOS Electrical Engineers forbids any employee of the Company from offering or receiving from any person or organisation who has had, has or may have any influence over the business of the Company any gift or hospitality which is unduly lavish or extravagant or otherwise inappropriate, or which could be seen as an inducement or reward for any preferential treatment. LOS Electrical regards the following to be inappropriate (the list is not exhaustive):

- A personal or corporate gift to a value in excess of £50.00
- Hospitality to a value in excess of £50.00
- Any gift that includes cash or a cash equivalent (such as vouchers)
- Any gift or hospitality given or received in secret
- Any gift or hospitality given or received in the name of an individual rather than the Company's name.

The values stated above apply to gifts or hospitality given or received in the UK.

LOS Electrical Engineers forbids any employee of the Company from offering or receiving any gift or hospitality which is in breach of the relevant law.

LOS Electrical Engineers forbids any employee of the Company directly or indirectly from making an offer of, or making a donation to any political, charitable or not for profit organisation in the course of his/her employment as a way to obtain an advantage in a business transaction.

LOS Electrical may exercise its discretion to permit gifts or hospitality which exceeds the threshold limits set out above. This discretion may only be exercised by a director.

Register of Gifts

All LOS Electrical Engineers employees must enter details of all gifts and hospitality made or received which are permitted above, onto the Central Gifts and Hospitality Register.

The Central Gifts and Hospitality Register is reviewed and monitored by the Director of the LOS Electrical Engineers and will be audited.

Compliance

Compliance with this Gifts and Hospitality Policy is a condition of each employee's employment contract. Each employee is responsible for reading and knowing the contents of this policy.

If any employee has any questions on this policy, they should contact the Director or Human Resources.

Every employee of LOS Electrical Engineers has a responsibility to speak out if they suspect corruption or is aware of any gift or hospitality is given or received which may be in breach of this policy. Any concern in respect of such a breach by:

- another staff member
- a third party who represents us

GIFTS & HOSPITALITY POLICY



- by one of our suppliers or competitors
- by anyone else perhaps even a customer seeking to get better terms from us

Must be reported to a director as soon as possible. If for any reason you cannot do this, please report it to Human Resources or telephone Protect, an independent whistleblowing charity on [020 3117 2520](tel:02031172520). This can be done anonymously, in accordance with the procedure set out in the Company's whistleblowing policy, which can be found in the employee handbook or on the management system.

LOS Electrical Engineers will investigate all allegations of any breach of this policy, or any allegations of suspected corruption immediately.

Signed: 
Managing Director

Date: 12th March 2026

