

JIMGOS MAINTENANCE LTD

ANTI-BRIBERY COMMUNICATION AND EVIDENCE RECORD

Constructionline Gold Compliance Document 2

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
Version	1.1
Issue date	1 August 2026
Review date	1 August 2027

CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.1	1 August 2026	Employee communication and signed acknowledgements added	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Purpose

This controlled record demonstrates how the Anti-Bribery and Corruption Policy is issued, explained, acknowledged and refreshed. A blank form alone is not proof: the completed signed or electronically verified records must be supplied.

Communication procedure

- Issue the current policy to all workers and relevant associated persons on induction and after each revision.
- Deliver a briefing covering gifts, hospitality, facilitation payments, tender contacts, conflicts, reporting and non-retaliation.
- Obtain dated acknowledgement and test understanding using scenarios.
- Retain email delivery/read receipts, meeting invitations, briefing material, attendance and acknowledgement records.
- Re-brief annually and where monitoring identifies weak understanding.

Audience	Method	Owner	Frequency	Required evidence
Employees	Induction + toolbox talk	Responsible Person	On joining and annually	Signed attendance/acknowledgement
Subcontractors	Pre-start pack + contract clause	Contract Manager	Before appointment	Email, acceptance, clause
Directors/managers	Governance review	Managing Director	Annually	Minutes and declaration

Communication log

Date	Policy/version	Method	Audience	Delivered by	Evidence reference
1 August 2026	Anti-Bribery Policy v1.0	Policy issue and briefing	Montserrat Jimoh	Joseph Olugosi	Signed acknowledgment - MJ
1 August 2026	Anti-Bribery Policy v1.0	Policy issue and briefing	Bibin Byju	Joseph Olugosi	Signed acknowledgment - BB

Individual acknowledgement

I confirm that I received and understood the Anti-Bribery and Corruption Policy; I understand the rules on gifts, hospitality, conflicts and reporting; and I know that retaliation for genuine reporting is prohibited.

Name	Role/company	Signature / electronic confirmation	Date
Montserrat Jimoh	Employee / Jimgos Maintenance Ltd	MJ	1 August 2026
Bibin Byju	Employee / Jimgos Maintenance Ltd	BB	1 August 2026

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026