

**ANNEX C - CERTIFICATE OF COMPLIANCE WITH NATIONAL HIGHWAYS POLICIES**

Please sign below and return a copy of this document in the Technical Envelope to certify that by submitting a quotation for this procurement you agree (if your tender is successful) to comply with the following National Highways policies.

- Fair Payment Charter
- Anti-bribery Code of Conduct
- Anti-fraud Code of Conduct
- The Armed Forces Covenant (Optional)

“Information has been redacted that could identify other living individuals in accordance with National Highways' obligation under data protection legislation including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018”

.....

(signed)



(print name)

The National Trust

(tenderer name)

...06/01/2026.....

(date)

## Fair Payment Charter

This charter aims to align with the principles outlined by the Office of Government Commerce in its “Guide to Best Fair Payment Practice”. It is not intended to be a legally binding document and will not be used in construing any contractual commitment.

Suppliers who have not already signed up to their commitment to work towards delivering the requirements of this charter will be expected to do so prior to award of any National Highways contract.

It is recognised that Suppliers to National Highways may require an introductory period to modify their business systems and procedures in line with the charter commitments.

Fair and transparent payment practices are essential to achieving successful integrated working on all contracts. National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of fair payment.

As a supplier to National Highways, we agree that we will strive to meet the Fair Payment commitments set out below. We will additionally seek to embed the principles throughout our supply chain.

Companies have the right to receive correct full payment as and when due. Deliberate late payment or unjustifiable withholding of payment is ethically not acceptable.

‘Fair Payment’ will apply equally between the client and lead contractor and throughout the supply chain.

The process will be transparent and members of the supply chain will have certainty of how much and when they will be paid.

Companies will consider, where appropriate, operating relevant contracts on an open book basis.

The correct payment will represent the work properly carried out, or products supplied, in accordance with the contract. Any withholding of payment due to defects or non-delivery will be proportionate and demonstrably justified in line with arrangements made at the time of contract.

To ensure effective and equitable cash flow for all those involved, all contracts will provide for regular payments and have payment periods not exceeding 30 days, from receipt of invoice.

In order to avoid payment delays, the client and all supply chain members will agree payment procedures at the outset of their contracts. Payment will be through electronic BACS transfer and will apply throughout the supply chain

Monitoring compliance with the Charter principles will be built into the National Highways “Collaborative Performance Framework “for performance measurement” (or any other performance measurement tool used).

# Anti-bribery Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of anti-bribery, as enacted in the Bribery Act 2010 and Ministry of Justice guidance.

## The Commitment

As a supplier to National Highways we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.
2. We, and those employed by us will not:
  - Offer, promise, pay or provide bribes\* to any person
  - Request, agree to accept or receive bribes
  - Offer hospitality to National Highways' staff that would breach the requirements of Annex A
  - Commit any act of bribery that would cause National Highways to be in breach of any anti bribery laws
3. We are committed to having robust procedures and controls in place within our business to minimize the risk of bribery with the aim of preventing bribery and confirm that we:
  - Have a zero-tolerance of bribery offences throughout our organisation;
  - Conduct risk assessments to identify and monitor potential bribery risks;
  - Adopt due diligence measures to vet and approve third parties performing services on our behalf;
  - Have clear, practical and accessible policies and procedures to address potential risks of bribery, and to prevent bribery;
  - Provide education and awareness to all our employees on anti-bribery
  - Have a mechanism in place to allow employees to report potential bribery issues in confidence and have a process to deal with reports protecting the reporting individual;
  - Deal effectively with any occurrences of bribery; and
  - Act at all times in good faith, impartially and in accordance with a position of trust.
4. We agree to:
  - keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and
  - Immediately notify National Highways of any breach of paragraph 2 above.

A bribe for the purpose of this policy is the provision of any financial or other advantage to encourage or induce that person to perform their functions or activities improperly or to reward that person for having already done so. Bribes can include money, gifts, hospitality, entertaining, commissions, expenses, reciprocal favours, political or charitable contributions, or any direct or indirect benefit or consideration.

## **Anti-bribery code annex A**

Offer no -

- Gifts other than low-value items such as diaries or calendars (up to £10 in value). Calendars, diaries or other small items of office equipment may be offered and accepted but the gift must bear the company's name or insignia and can legitimately be regarded as being in the nature of advertising material
- Benefits and/or hospitality and / or entertainment such as cocktail parties, meals, receptions, presentations and conferences; and also invitations to social, cultural and sporting events
- overnight accommodation and travel to and from a venue at which an event is being held

## Anti-fraud Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to working fairly, honestly and with integrity and transparency. National Highways does not tolerate any form of fraud.

Fraud is a dishonest act, through false representation, failure to disclose information or abuse of position, with the intent of causing a gain for self, or loss to another.

Fraud does not necessarily result in direct or immediate financial benefit for the individual(s) committing fraud but may cause a loss and/or a negative reputational impact to another.

### The Commitment

As a supplier to National Highways we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.
2. We, and those employed by us, will not commit any fraudulent acts or carry out any of the following acts which could amount to fraud including, but not limited to:
  - Submission of false or inflated claims or invoices for payment or reimbursement;
  - Intentional distortion of financial statements or other records;
  - False or fraudulent financial reporting or making false or fictitious entries concerning accounts, equipment or supplies;
  - Forgery or alteration of any documents such as cheque, bank draft or any other financial documents including destruction or removal of records;
  - Impropriety in the handling or reporting of money or financial transactions;
  - Theft or misappropriation of assets or funds;
  - Disclosure of confidential information to third parties without authority for personal gain; and
  - The payment of excessive prices or fees where they are not justified.
3. We agree to:
  - Keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and
  - Immediately notify National Highways of any breach of this Code.

## The Armed Forces Covenant

1. The Armed Forces Covenant is a public sector pledge from government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

2. The Covenant's 2 principles are that:

- Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services.
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

3. The Authority encourages all suppliers to sign the Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

4. For further guidance on how you can sign the Covenant and how you can further show your support, please go to <https://www.armedforcescovenant.gov.uk/show-yoursupport/>

5. Paragraphs 1 - 3 above are not a condition of working with the contracting authority now or in the future, nor will this issue form any part of the procurement process (for example, as a condition of participation, an award criteria or term of the contract). However, the Authority very much hopes you will want to provide your support.