



**PT Tower Bersama Infrastructure Tbk.**

**ANTI-BRIBERY  
AND  
ANTI-CORRUPTION POLICY**

PT Tower Bersama Infrastructure Tbk

## **1. Objective**

PT Tower Bersama Infrastructure Tbk and its subsidiaries (collectively, the “Company” or “Tower Besama Group”) is committed to conducting business transparently, honestly and with integrity. Therefore, it is important that the Company complies with and conducts its business in accordance with applicable anti-bribery and anticorruption laws (“ABC” Laws”). This policy should be read in conjunction with the Company’s Code of Conduct and Ethics.

The objective of this Policy is to protect the Tower Bersama Group and its employees (both permanent and temporary) and directors and commissioners from involvement in bribery and corruption. Tower Bersama Group also wants to ensure that its employees understand the importance of principles that are set out in the Tower Bersama Group Code of Conduct and Ethics and our commitment to combat bribery and corruption. In addition, our stakeholders (including our customers and business partners) have increasing expectations concerning our commitment to ethical conduct.

This Policy sets out the minimum anti-bribery and anti-corruption standards. It applies to all the companies in the Tower Bersama Group.

## **2. Scope**

This policy applies to the commissioners, directors, officers, employees (whether permanent, fixed term or temporary), technical and other consultants, agents or any other person associated with or acting on behalf of the Tower Bersama Group, wherever located (collectively referred to as “**Representatives**” in this policy).

In the context of this policy, Third Party refers to any individual or organization the Tower Bersama Group meets and works with. It refers to actual and potential contractors, suppliers, business contacts, agents, advisors, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

Any arrangements the Tower Bersama Group makes with a Third Party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

## **3. Definitions**

**Bribe solicitation/Extortion:** Bribe solicitation is the act of asking or enticing another to commit bribery. Bribe solicitation becomes extortion when this demand is accompanied by threats that endanger the personal integrity or lives of the people involved.

**Bribery:** An offer or the receipt of any gift, loan, fee, reward or other advantage to or from any person as an inducement to behave dishonestly or illegally in a specific situation such as the running of a company.

**Corruption:** All acts that fulfill the elements of criminal acts in accordance with the provisions in the Law of the Republic of Indonesia Number 31 of 1999 concerning Eradication of Corruption and its amendments to the Law of the Republic of Indonesia Number 20 of 2001 concerning Amendments to Law Number 31 of 1999 concerning Eradication Corruption Crime.

**Facilitation payments:** Small payments made to public officials to speed up or facilitate non-discretionary actions or services such as obtaining licenses or ordinary business licenses, including to obtain police protection.

**Gift:** Within the framework of this regulation, any goods item that is delivered openly and transparently as a sign of gratitude.

**Hospitality:** Any type of attention, usually of a social nature, given within the framework of a commercial and/or professional relationship.

**Kickbacks:** Payments made in return for a business favor or advantage.

## **4. Policy**

### **4.1 Bribery**

Bribery and corruption can take many forms and it is important to understand what is expected in this regard.

It is **not** acceptable to:

- a. give, promise to give, or offer, a payment, gift or hospitality to secure or award an improper business advantage;
- b. give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to facilitate, expedite, or reward any action or procedure;
- c. accept payment from a third party knowing or suspecting it is offered with the expectation that it will obtain a business advantage for them;
- d. induce another individual or associate to indulge in any of the acts prohibited in this policy;
- e. threaten or retaliate against another associate who has refused to commit a bribery offence or who has raised concerns under this policy;
- f. give or accept any gift where such gift is or could reasonably be perceived to be a contravention of this policy and / or applicable law; or
- g. engage in any activity that might lead to a breach of this policy.

### **4.2 Gifts and Hospitality**

This policy does not prohibit normal business hospitality, so long as it is reasonable, appropriate, modest, and bona fide corporate hospitality, as long as it meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favors or benefits.
- b. It is not made with the suggestion that a return favor is expected.
- c. It is in compliance with local law.
- d. It is given in the name of the company/organization, not in an individual's name.
- e. It does not include cash or a cash equivalent.

- f. It is appropriate for the circumstances (e.g. giving small gifts around religious/cultural related holiday or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j. It is not offer to, or accepted from, a government official or representative or politician or political party.

#### **4.3 Facilitation Payments and Kickbacks**

The Tower Bersama Group prohibits making or accepting, facilitation payments or "kickbacks" of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine action by an official. Kickbacks are typically payments made in return for a business favor or advantage. All Representatives must avoid any activity that might lead to a facilitation payment or kickbacks being made or accepted.

If you are asked to make a payment on behalf of the Company, you must consider the purpose of the payment and whether the amount requested is proportionate to the goods or services provided. Any request for a facilitation payment should be refused unless you feel you are at risk of injury, of detention, or for your life, if you refuse. If one of these exceptions applies, a receipt should be obtained and the matter reported, as soon as possible, to the Company's Audit Committee.

#### **4.4 Political Contributions**

Although contributions to a political party and/or candidate may be legitimate, they may also be a way of disguising corrupt practices, so any contributions and/or aid delivered to a political party and/or candidate whose motives, reasons and procedure do not comply with the provisions of the Tower Bersama Group's Code of Conduct and Ethics and/or this regulation are considered to be questionable political contributions.

Donations shall not be made to political parties or any organizations, associations or foundations linked thereto. However, if the organizations, associations or foundations linked to political parties submit projects that are in line with the Tower Bersama Group's plans, Tower Bersama Group may participate in said projects, provided that the Tower Bersama Group's Board of Directors first study and assess the project and that the outcome of said study and assessment is that the project does not entail the possibility of any damage or harm to the Tower Bersama Group.

## **5. Representatives Responsibilities**

- a. All Representatives must ensure that they have read, understood and comply with this policy.
- b. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all Representatives. All Representatives are required to avoid any activity that might lead to, or suggest, a breach of this policy.
- c. If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify to the Company's Audit Committee.
- d. Any employee of the Tower Bersama Group who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct.
- e. Tower Bersama Group reserves its right to terminate contractual relationships with Representatives if they breach this policy.

## **6. Reporting or Raising A Concern or Complaint**

If you suspect that there is an instance of bribery or corrupt activities occurring in relation to the Tower Bersama Group, you are encouraged to raise your concerns at as early a stage as possible. If you are uncertain about whether a certain action or behavior can be considered bribery or corruption, should raise the matter with the Company's Audit Committee. Concerns should be reported by following the procedure set out in the Whistleblower Policy.

## **7. Protection**

The Tower Bersama Group will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption. Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavorable treatment in relation to the concern the individual raised.

If you believe that you have suffered any detrimental treatment as a result of refusing to take part in corruption, or because of reporting concerns under this policy in good faith, you should inform the Company's Audit Committee immediately. If the matter is not remedied, and if you are an associate, you should raise the matter by following the procedure laid out in the Whistleblower Policy.

## **8. Record Keeping**

Tower Bersama Group must keep financial records and have appropriate internal controls in place which will evidence the business reason for any payments made to Third Parties.

Representatives must ensure that all expense claims relating to entertainment, gifts or expenses incurred are submitted in accordance with the Company's expense policy and specifically record the reason for the expenditure.

All accounts, invoices, and other similar documents and records relating to dealings with Third Parties should be prepared and maintained with strict accuracy and completeness.

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