

## HOSPITALITY POLICY

### Introduction

The purpose of this policy is to set out Lynch Plant Hire & Haulage Limited's approach to corporate hospitality. Lynch Plant Hire & Haulage Limited is committed to conducting all hospitality activities in accordance with ethical, professional, and legal standards. All hospitality is delivered transparently, fairly, and consistently, ensuring it reflects the company's values and complies with relevant legislation and guidance.

Hospitality activities, if mismanaged, could expose the Company and its employees to reputational risk or allegations of improper influence. Therefore, Lynch Plant operates a structured and transparent approach to all hospitality. Senior Management oversees compliance with this policy and will respond swiftly to any concerns.

### Definitions

Hospitality is defined as the provision of meals, tickets, gifts, or entertainment to clients, stakeholders, or other business partners. Examples include:

- Tickets to sporting or music events booked through approved resellers or directly with venues.
- Meals, refreshments, or networking opportunities at hosted events.
- Christmas hampers, branded merchandise, or small gifts in accordance with company recording procedures.

### Statement of Intent

This policy applies to all employees involved in the planning, booking, or hosting of hospitality. Key principles include:

- All events are booked through approved resellers or directly with the venue.
- Invitations are issued only to work email addresses, never personal emails, WhatsApp, or iMessage.
- Every invitation contains the company disclaimer, which is reinforced during the event.
- Customer requests for pricing are responded to transparently.
- Attendance is recorded on Microsoft Planner with a monthly bucket system; each event card contains attendee details, booking confirmation, pro forma invoices, itineraries, and any other relevant documentation.
- A separate log captures all gifts, meals, and events, including value, provider, and purpose; Christmas hampers and merchandise are recorded separately.

All employees must act with integrity, ensuring hospitality is appropriate, proportionate, and compliant with this policy.

Owner: Director of Sales & Marketing	Version: 1	QP70
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## HOSPITALITY POLICY

This policy will be communicated to all employees and organisations working on our behalf, displayed at our offices and on our intranet and is available to defined interested parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all employees and people working on their behalf.



Rob Lynch  
Joint Managing Director

Date: 10/10/25

Owner: Director of Sales & Marketing	Version: 1	QP70
<b>Uncontrolled if printed or copied. Always check for latest version.</b>		Page 2 of 2