

HybrIT Services

Anti Money Laundering Policy Statement

External Document

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Distribution List

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Group Wide	All Staff	HybrIT Services

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Anti-Money Laundering (AML) Statement

HybrIT Services (The Company) is fully committed to complying with all applicable laws and regulations relating to the prevention of money laundering and the financing of terrorism. We maintain robust systems and controls to identify and report suspicious activities and to ensure that our business operations are not used for illegal or unethical purposes.

Our anti-money laundering policy includes the following key principles:

1. **Compliance with Legal Requirements:** We adhere to all relevant national and international anti-money laundering laws and regulations.
2. **Customer Due Diligence (CDD):** We implement thorough customer identification procedures, ensuring that all customers are verified before any transaction or business relationship is established.
3. **Ongoing Monitoring:** We continuously monitor transactions for any signs of suspicious activity, ensuring the integrity of our operations.
4. **Training and Awareness:** We provide regular training to our staff on AML policies and best practices, ensuring they are equipped to identify and address potential risks.
5. **Reporting Suspicious Activity:** We are committed to promptly reporting any suspicious transactions to the relevant authorities as required by law.
6. **Record Keeping:** We maintain accurate records of transactions and customer information in accordance with applicable retention policies and regulations.

By adhering to these principles, we aim to protect the integrity of our business and the financial system at large, and to mitigate the risks associated with money laundering and financial crime.

HybrIT Services is a UK registered company providing IT solutions. The business of the Company is low risk in relation to money laundering, however in order to prevent any of our services being used (or potentially used) for any money laundering activity, as well as any of our staff being exposed to money laundering, we wish to put in place the following anti-money laundering policy which supplements the anti-money laundering training given to all members of staff.

The principal primary legislation is The Proceeds of Crime Act 2002 (POCA), which consolidated, updated and reformed criminal law regarding money laundering, supplemented by the Terrorism Act 2000 and the Fraud Act 2006. The principal secondary legislation is the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 as amended by the Money Laundering and Terrorist Financing (Amendment) Regulations 2019.

Our policy is to enable the Company to meet its legal and regulatory requirements in a way which is proportionate to the low-risk nature of the business, by taking reasonable steps to minimise the likelihood of money laundering occurring.

All employees must be familiar with their legal responsibilities.

This statement has been written in conjunction with HybrIT internal document Anti-bribery Policy.

This statement has been approved by the Board of Directors and is made in compliance with current legislation.

X Paul Forkgen

Paul Forkgen
CEO

X Jon Mallard

Jon Mallard
CFO

X Ian Mills

Ian Mills
COO

X Adam Kirby

Adam Kirby
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