

Travelife Trial Membership is subject to these terms and conditions between you and Travelife. "Travelife" means Travelife Ltd, whose registered office is at 30 Park Street, London, SE1 9EQ, United Kingdom with company number 03290532. These Terms form a legally binding agreement between you and Travelife in relation to your Trial Membership. It is important that you take the time to read them carefully. In order to use the Services of the Trial Membership, you must firstly agree to these Terms. You may not use the Services if you do not accept the Terms. By registering, and being accepted for the Trial Membership, you agree to be bound by these Terms.

BACKGROUND

- (A) Travelife is an accommodation sustainability certification label. Accommodation providers use Travelife to understand and improve their sustainability performance and to achieve Travelife Certification. Tour Operators and other travel businesses working with these properties use Travelife as a tool to monitor their accommodation supply chain and to engage their customers in supporting a more sustainable industry.
- (B) To qualify as a full Travelife member, it is necessary to undergo Travelife's certification process, including an independent on-site audit., as set out in the full Membership Terms and Conditions (available on request).
- (C) Before registering to become a full Travelife Member, Travelife wishes to offer Trial Membership, which is of a more restricted nature than full Membership, as set out in these Terms., Travelife agrees to you becoming a Trial Member on these terms, on the basis that you register,, pay for and use the Trial Membership Services within the Terms of this Agreement.

IT IS AGREED THAT

1. DEFINITIONS AND INTERPRETATION

1.1. The definitions and rules of interpretation in this Clause apply in the Terms of this Agreement:

"Agreement" means these Terms, together with all documents, attachments, hyperlinks and schedules referred to in the Terms;

"Intellectual Property Rights" means all patents, rights to inventions, utility models, copyright and related rights, trademarks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database rights, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world;

"Trial Membership" means a 60-day period where an accommodation provider has access to the tools and resources normally only available to full Travelife Members.

"Trial Membership Fee" means the one-off fee payable by you to Travelife that gives 60-days access to the Trial Membership Services and as shown at this page <https://travelifestaybetter.com/trial-membership/>;

"Trial Membership Period" means 60-days of access to the Trial Membership Services that starts on the date the Trial Membership Fee is received;

"Trial Membership Services" means the tools and resources Travelife provides to full Members in the online Travelife Member Zone and as listed on this page <https://travelifestaybetter.com/trial-membership/>;

“VAT” means value added tax chargeable under English law for the time being and any similar additional tax;

“Website” means the websites operated by Travelife Ltd.

- 1.2. The headings shall not affect the interpretation of this Agreement.
- 1.3. A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4. Any schedules, background and hyperlinks form part of this Agreement and shall have effect as if set out in full in the body of these terms and conditions and any reference to this Agreement includes these
- 1.5. Words in the singular shall include the plural and vice versa. Further, any reference to male shall include female and vice versa.
- 1.6. A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
- 1.7. Where the words include(s), including or in particular are used in these terms and conditions, they are deemed to have the words without limitation following them and where the context permits, the words other and otherwise are illustrative and shall not limit the sense of the words preceding them.

2. APPLICATION OF TERMS

- 2.1. The Terms of this Agreement shall:
 - 2.1.1. apply to and be incorporated into all arrangements entered into between you and Travelife for the purposes of this Trial Membership; and
 - 2.1.2. prevail over any inconsistent terms or conditions contained in, or referred to, by you, or implied by law, trade custom, practice or course of dealing.

3. FORMATION OF CONTRACT FOR TRIAL MEMBERSHIP

- 3.1. A contract will be formed between you and Travelife when you accept these terms on the Website registration form by checking/ticking the relevant box. By accepting these terms and paying the Trial Membership Fee, or entering the unique discount code that may have been given to you, you agree to be bound by these terms.
- 3.2. By accepting these terms, you warrant that you have the right, authority and capacity to enter and be bound by these terms.
- 3.3. Travelife reserves the right, in its absolute discretion, to refuse any Trial Membership registration. Your Trial Membership commences when you receive a confirmation email that confirms that you can access the secure area of the Travelife website and you agree to keep website login information secure and not to disclose it to any third party.

4. TRIAL MEMBERSHIP AND SERVICES

- 4.1. Trial Membership
 - 4.1.1. Travelife reserves the right to terminate your Trial Membership if you have used the Website for unsuitable or inappropriate purposes, or have behaved in an unsuitable manner, or in disregard to these Terms, at Travelife’s absolute discretion.
 - 4.1.2. Travelife is not responsible for your dissatisfaction with the use of the Website, which is completely at your own risk.

- 4.1.3. You must notify Travelife immediately of any apparent breach of security such as misuse of unauthorised disclosure or use of any usernames or passwords you use to access Travelife websites.
- 4.1.4. You will not breach any applicable law, regulation or code of conduct in connection with this Trial Membership and agree to abide by relevant laws and regulations in relation to this Trial Membership.
- 4.1.5. You will not use the Website for any other purposes than those set out in these Terms or any document or policy referred to herein or on the Website.
- 4.1.6. You agree to comply with any guidelines or requirements as well as any reasonable request or instructions from Travelife that may be notified from time to time.
- 4.2. Travelife is not liable in any way for any misuse or misrepresentation of information uploaded to the Website.
- 4.3. Trial Membership Services
 - 4.3.1. The Trial Membership Services provided by Travelife under this Agreement will consist of the inclusions listed at <https://travelifestaybetter.com/trial-membership/> including access to a secure area of the website.
 - 4.3.2. You acknowledge that Travelife uses software and other technical processes in the provision of the services and the Website and Travelife reserves the right to change processes and software used in the provision of the services and the Website to ensure that the services and the Website are kept up to date and in line with current and changing technologies.

5. TRAVELIFE'S OBLIGATIONS

- 5.1. Upon you completing the online registration form, agreeing to and paying for Trial Membership, Travelife shall provide the services in accordance with these Terms.
 - 5.1.1. Travelife shall use reasonable endeavours to provide the services in accordance with these Terms and with all reasonable care and skill.
 - 5.1.2. Travelife shall be entitled to amend, suspend and/or withdraw its services including its Website at any time and shall provide notice to you of any such amendment, suspension and/or withdrawal as soon as reasonably practicable. For the avoidance of doubt, any amendment, suspension and/or withdrawal of these services and its Website shall not entitle you to a refund of any Trial Membership Fees.
 - 5.1.3. If Travelife's performance of its obligations under this Agreement is prevented or delayed by any act or omission of yours, sub-contractors or employees, Travelife shall not be liable in respect of any direct or indirect losses, howsoever caused.

6. YOUR OBLIGATIONS

- 6.1. You:
 - 6.1.1. shall co-operate with Travelife in all matters relating to the services;
 - 6.1.2. shall not use Travelife Logos during this Trial Membership Period. ;
 - 6.1.3. shall not share or disclose Travelife guidance materials, self-assessment documents or any other item found in the secure area of the website to any third party without prior written authorisation by Travelife;
 - 6.1.4. shall indemnify Travelife against any losses, claims, costs, expenses, damages and fees (including legal fees) without limitation; and
 - 6.1.5. shall warrant that you are legally capable of entering into this Contract in accordance with the Terms.
- 6.2. Travelife does not tolerate practices of corruption or bribery from any persons that it contracts with, including (without limitation) you, agents, Tour Operators and/or customers/users. Travelife is

operated in accordance with the principles of anti-corruption and anti-bribery (“the Principles”) and anyone participating in the Certification Process agrees to abide by and operate within the Principles. If Travelife discovers that you have acted in contravention of the Principles in any way, then Travelife has the right to terminate this Agreement and take any further action as Travelife may decide, in its entire discretion. You are referred to Schedule A attached for the Travelife Anti-Bribery and Corruption Policy (Member Version) for full details.

7. TRIAL MEMBERSHIP FEES AND PAYMENT

- 7.1. The Trial Membership Fee includes 60-days access to the Trial Membership Services that are the tools and resources Travelife provides to full Members in the online Travelife Member Zone and as listed on this page <https://travelifestaybetter.com/trial-membership/>.
- 7.2. The Trial Membership Fee (as detailed on the Website) excludes any applicable VAT or other taxes, which Travelife shall be entitled to charge, in addition to the Trial Membership Fee, at the appropriate rate, and shall be payable in GB pounds sterling or Euros. You shall also be required to pay all relevant bank charges for international transfers.
- 7.3. If you purchase full Travelife Membership within 30-days of your Trial Membership Period ending, any Trial Membership Fee actually paid (as discount code not available or not applied) will be deducted from the amount due for your first full Travelife Membership fee. Subsequent full Travelife Membership fees, payable every two (2) years will be due without any such deduction. Full Travelife Membership will be entered into on the basis of the Terms applicable to that membership, these Terms coming to an end at the expiration of the sixty (60) day trial.
- 7.4. If you provide written notice to Travelife that you wish to cancel your Trial Membership at any time, then no refund shall be given for any Trial Membership Fees already paid. Likewise, you shall not be entitled to a refund of any Trial Membership Fees paid or payable by you in the event that access to Travelife is suspended or restricted for any reason in accordance with these Terms.

8. INTELLECTUAL PROPERTY RIGHTS

- 8.1. All Intellectual Property Rights and all other rights (including, but not limited to, the Website, software and any trademarks, graphics, images, text and content of the Website, Travelife Logos and any rights in Travelife, other than the content supplied by you for the description on the Website) and the services shall be owned by or licensed to Travelife.
- 8.2. You acknowledge that no rights or licences are granted to you in respect of any Intellectual Property Rights under the Contract (including the Travelife Logos), unless specified in these Terms.

9. CONFIDENTIALITY

- 9.1. You shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature, and any Intellectual Property Rights, that have been disclosed to you by Travelife or its agents or discovered by you, and any other confidential information concerning Travelife’s business or services which you may obtain. You shall restrict disclosure of such confidential material to such employees, agents or sub-contractors as need to know it for the purpose of discharging your obligations to Travelife, and shall ensure that such employees, agents or sub-contractors are subject to obligations of confidentiality corresponding to those that bind you.
- 9.2. This Clause shall survive termination of the Agreement, however arising.

10. DATA PROTECTION

10.1. In this clause the following definitions apply:

- 10.1.1. **Agreed Purposes:** means the agreed purposes to enable the parties to fulfil their respective obligations under the terms of this Agreement and all connected activities relating to the same;

- 10.1.2. **Controller, data controller, processor, data processor, data subject, personal data, processing and appropriate technical and organisational measures:** have the same meaning as set out in the Data Protection Legislation in force at the time;
- 10.1.3. **Data Protection Legislation:** means the Data Protection Act 1998 (until the effective date of its repeal), the General Data Protection Regulation ((EU) 2016/679) (GDPR) and any national implementing laws, regulations and secondary legislation, in particular the Data Protection Act 2018;
- 10.1.4. Permitted Recipients: means the parties to this agreement, the employees of each party and any third parties engaged to perform obligations in connection with this Agreement;
- 10.1.5. **Shared Personal Data:** means the personal data to be shared between the parties under Clause 10.2 of this Agreement to enable the parties to fulfil their obligations under the terms of this Agreement.
- 10.2. This clause sets out the framework for the sharing of personal data between the parties as data controllers. Each party acknowledges that one party (the Data Discloser) will regularly disclose to the other party (the Data Recipient) Shared Personal Data collected by the Data Discloser for the Agreed Purposes.
- 10.3. Each party shall comply with all the obligations imposed on a controller under the Data Protection Legislation and, not by any act or omission, put the other party in breach of them in connection with this Agreement.
- 10.4. Each party shall:
- 10.4.1. ensure that it has all necessary notices and consents in place to enable lawful transfer of the Shared Personal Data to the Permitted Recipients for the Agreed Purposes;
- 10.4.2. give full information of the nature of such processing to any data subject whose personal data may be processed under this Agreement. This includes giving notice that, on the termination of this agreement, personal data relating to them may be retained by or, as the case may be, transferred to one or more of the Permitted Recipients, their successors and assignees;
- 10.4.3. process the Shared Personal Data only for the Agreed Purposes and shall not retain or process the Shared Personal Data for longer than is necessary to carry out the Agreed Purposes;
- 10.4.4. not disclose or allow access to the Shared Personal Data to anyone other than the Permitted Recipients;
- 10.4.5. ensure that all Permitted Recipients are subject to written contractual obligations concerning the Shared Personal Data (including obligations of confidentiality) which are no less onerous than those imposed by this Agreement;
- 10.4.6. ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the other party, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
- 10.4.7. not transfer any personal data received from the Data Discloser outside the EEA unless the transferor:
- 10.4.7.1. complies with the provisions of Articles 26 of the GDPR (in the event the third party is a joint controller); and
- 10.4.7.2. ensures that (i) the transfer is to a country approved by the European Commission as providing adequate protection pursuant to Article 45 GDPR; or (ii) there are appropriate safeguards in place pursuant to Article 46 GDPR; or (iii) one of the derogations for specific situations in Article 49 GDPR applies to the transfer.

- 10.5. Each party shall assist the other in complying with all applicable requirements of the Data Protection Legislation. In particular, each party shall:
- 10.5.1. consult with the other party about any notices given to data subjects in relation to the Shared Personal Data;
 - 10.5.2. promptly (and at the latest within seven (7) days of receipt) inform the other party about the receipt of any data subject access request;
 - 10.5.3. provide the other party with reasonable assistance in complying with any data subject access request, but not disclose or release any Shared Personal Data in response to a data subject access request without first consulting the other party wherever possible;
 - 10.5.4. assist the other party, at the cost of the other party, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
 - 10.5.5. notify the other party without undue delay on becoming aware of any breach of the Data Protection Legislation, and provide assistance in relation to managing/dealing with the breach;
 - 10.5.6. at the written direction of the Data Discloser, delete or return Shared Personal Data and copies thereof to the Data Discloser on termination of this agreement unless required by law to store the personal data;
 - 10.5.7. use compatible technology for the processing of Shared Personal Data to ensure that there is no lack of accuracy resulting from personal data transfers;
 - 10.5.8. maintain complete and accurate records of all processing and information to demonstrate its compliance with this clause and allow for audits by the other party or the other party's designated auditor; and
 - 10.5.9. provide the other party with contact details of at least one employee as point of contact and responsible manager for all issues arising out of the Data Protection Legislation, including the joint training of relevant staff, the procedures to be followed in the event of a data security breach and the regular review of the parties' compliance with the Data Protection Legislation.
- 10.6. Each party shall indemnify the other against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs and all other reasonable professional costs and expenses) suffered or incurred by the indemnified party arising out of or in connection with the other party's breach of this Data Protection clause.

11. LIMITATION OF LIABILITY

- 11.1. The following provisions set out the entire financial liability of Travelife (including any liability for the acts or omissions of its employees, agents and sub-contractors) to you in respect of:
- 11.1.1. any breach of the Agreement;
 - 11.1.2. any use made by you of the services or any part of them;
 - 11.1.3. any representation, statement or tortious act or omission (including negligence) arising under or in connection with the Agreement.
- 11.2. All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Agreement.
- 11.3. Nothing in these Terms excludes or limits the liability of either party:
- 11.3.1. for death or personal injury caused by that party's negligence; or
 - 11.3.2. for fraud or fraudulent misrepresentation.
- 11.4. Subject to Clause 11.2 and Clause 11.3:

- 11.4.1. Travelife shall not be liable, whether in tort (including for negligence or breach of statutory duty), contract, misrepresentation or otherwise for:
- 11.4.1.1. loss of profits; or
 - 11.4.1.2. loss of business; or
 - 11.4.1.3. depletion of goodwill or similar losses; or
 - 11.4.1.4. loss of anticipated savings; or
 - 11.4.1.5. loss of goods; or
 - 11.4.1.6. loss of contract; or
 - 11.4.1.7. loss of use; or
 - 11.4.1.8. loss or corruption of data, information and/or description; or
 - 11.4.1.9. any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses; or
 - 11.4.1.10. any dissatisfaction in connection with the Website and/or the Trial Membership Services.
- 11.4.2. Travelife's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising in connection with the performance or contemplated performance of the Contract shall be limited to the amount of Trial Membership Fees paid by you to Travelife.

12. TERMINATION

- 12.1. The Agreement between the parties shall commence on the date you accept these terms. Trial Membership shall continue for 60-days, unless terminated in accordance with this Clause 12
- 12.2. Either party may terminate this Contract any time during the Trial Membership Period by providing written notification or by using any online cancellation mechanism on the website, such termination will take effect immediately. No refund of the Trial Membership Fee will be due.
- 12.3. Without prejudice to any other rights or remedies to which the parties may be entitled, either party may terminate the Agreement immediately without liability to the other if:
- 12.3.1. the other party commits a material breach of the Contract and (if such a breach is remediable) fails to remedy that breach within thirty (30) days of that party being notified in writing of the breach; or
 - 12.3.2. an order is made or a resolution is passed for the winding-up of the other party; an order is made for the appointment of an administrator to manage the business of the other party; a receiver is appointed of any of the other party's assets or undertaking; or the other party makes any arrangement or composition with its creditors, or makes an application to a court of competent jurisdiction for the protection of its creditors in any way, or becomes bankrupt; or
 - 12.3.3. the other party ceases, or threatens to cease, to trade; or
 - 12.3.4. the other party takes or suffers any similar or analogous action in any jurisdiction in consequence of debt.
- 12.4. Termination of the Agreement, however arising:
- 12.4.1. shall not affect or prejudice the accrued rights of the parties as at termination or the continuation of any provision expressly stated to survive, or implicitly surviving, termination;
 - 12.4.2. any rights or licences granted under these Terms shall cease at the point of termination as determined in accordance with these Terms;
 - 12.4.3. you shall immediately cease using and delete/destroy any confidential information relating to Travelife and/or the Website, in your possession and/or control.

13. FORCE MAJEURE

Travelife shall have no liability to you under the Contract if it is prevented from, or delayed in, performing its obligations under the Contract or from carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including, without limitation, strikes, lock-outs or other industrial disputes, failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of Travelife or sub-contractors.

14. GENERAL

- 14.1. This Agreement, together with any documents, policies or other terms referred to in it, constitutes the whole agreement between the parties relating to its subject matter and supersedes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature, whether in writing or oral, relating to such subject matter.
- 14.2. Any waiver of this Agreement shall not be binding on the parties unless set out in writing.
- 14.3. Travelife has the right to revise and amend these Terms from time to time to reflect changes in market conditions affecting its business, changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements, changes in its system's capabilities or obligations to other third parties, or for any other reason. Travelife has the right to assume that you have accepted the change to the Terms, unless you notifies Travelife to the contrary within seven (7) working days of such amendments.
- 14.4. If any provision of this Agreement is held to be illegal, void, invalid or unenforceable under the laws of any jurisdiction, the legality, validity and enforceability of the remainder of this Agreement in that jurisdiction shall not be affected and the legality, validity and enforceability of the whole of this Agreement shall not be affected in any other jurisdiction.
- 14.5. No term of this Agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a third party, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.
- 14.6. No failure to exercise, nor any delay in the exercise, by either party to this Agreement of any right, power, privilege or remedy under this Agreement shall impair, or operate as a waiver of, such right, power, privilege or remedy.
- 14.7. Nothing in this Agreement shall constitute, or be deemed to constitute, a partnership between the parties nor, except as expressly provided, shall it constitute, or be deemed to constitute, any party as the agent of any other party for any purpose.
- 14.8. Notice sent by email under this Agreement shall be acceptable and should be sent to the main contacts between the parties and, in the case of Travelife, the email should also be sent to the general email address info@travelife.org. Any such notice sent by email will be deemed to have been received at the time of sending or, if this time falls outside of business hours, then when business hours resume. Business hours meaning 9.00 am to 5.30 pm Monday to Friday on a day that is a business day.
- 14.9. This Agreement shall be governed by, and construed in accordance with, English law and each of the parties irrevocably submits to the exclusive jurisdiction of the English courts.

SCHEDULE A: TRAVELIFE ANTI-BRIBERY AND CORRUPTION POLICY (MEMBER VERSION)

POLICY STATEMENT

It is Travelife's policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, and implementing and enforcing effective systems to counter bribery. We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws of the UK, including the [UK Bribery Act 2010](#), in respect of our conduct both at home and abroad.

WHO DOES THIS POLICY APPLY TO?

This policy applies to all individuals working at all levels for Travelife Ltd, including employees (whether permanent, fixed-term or temporary), auditors, consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors or any other person associated with us, wherever located (collectively referred to as workers in this policy). It also applies to Travelife Member accommodation providers and our suppliers.

WHAT IS BRIBERY?

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. For the purpose of the UK Bribery Act 2010, offences can fall under four categories; offering a bribe, receiving a bribe, bribing a foreign official and failure to prevent bribery by a corporate organisation. Each of these categories are described in more detail below.

Offering a Bribe: The offering, promising or giving of a reward to induce a person to perform a relevant function or activity improperly.

Receiving a Bribe: The accepting of, agreeing to accept or requesting of a reward in return for performing a relevant function or activity improperly.

Bribing a Foreign Official: This is a specific offence involving trying to influence a foreign public official, with the intention of obtaining or retaining business, in a situation where the public official was not permitted or required by law to be influenced.

Failure to Prevent Bribery by a Corporate Organisation: This occurs when an organisation fails to stop people who are operating on its behalf from being involved in bribery. This could occur as a result of the activities of a range of people working on behalf of the organisation (e.g. an employee, consultant, or agent) if those individuals were involved in accepting or receiving a bribe which resulted in the organisations gaining or retaining business.

GIFTS AND HOSPITALITY

This policy does not prohibit normal and appropriate hospitality (given and received) to or from Travelife Ltd workers, provided the following requirements are all met:

- a. It is not made with the intention of influencing someone to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- b. It complies with local law;
- c. It does not include cash or a cash equivalent (such as gift certificates or vouchers).
- d. It is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time.

- e. Taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time.
- f. It is given openly, not secretly.
- g. Gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties.

We appreciate that the market practice of giving business gifts varies between countries and regions, and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

What is not acceptable? It is not acceptable for you (or someone on your behalf) to:

- Give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given.
- Give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure.
- Accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them.
- Accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return.
- Threaten or retaliate against a worker who has refused to commit a bribery offence or who has raised concerns under this policy.
- Engage in any activity that might lead to a breach of this policy.

Facilitation Payments and Kickbacks: We do not make facilitation payments or "kickbacks" of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official. These are common in some jurisdictions around the world. Kickbacks are typically payments made in return for a business favour or advantage. Travelife Ltd workers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by us.

YOUR RESPONSIBILITIES

1. You must ensure that you read, understand and comply with this policy.
2. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.
3. You must notify Travelife Ltd as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

Please email info@travelife.org if you have any questions about Travelife's anti-bribery and corruption policies.