

# MONEY LAUNDERING POLICY

---

## 1. Introduction

YDR has a zero-tolerance approach to money laundering. We believe business must be conducted honestly with integrity, including complying with the Australasian Institute of Chartered Loss Adjusters (AICLA) Charter of Objects and Professional Conduct.

YDR is committed to ensuring compliance with anti-money laundering laws in Australia. YDR's Money Laundering Policy establishes the approach, principles, and requirements essential for managing compliance with those laws and requirements.

## 2. Policy statement

1. **Money laundering** is the processing of these proceeds of crime to conceal their illegal origin.
2. It is YDR's policy to conduct all of our business in a law-abiding, honest and ethical manner. We take a zero-tolerance approach to money laundering. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships by implementing and enforcing effective systems to counter bribery.
3. We will uphold all laws relevant to countering bribery and corruption in Australia.

## 3. Scope

### Who is covered by the policy?

This policy applies to all Partners, employees and contractors engaged by YDR, collectively referred to as personnel.

## 4. YDR's Responsibilities

1. YDR will ensure its staff have read, understand, and comply with this policy.
2. The prevention, detection and reporting of money laundering and other forms of corruption are the responsibility of all those working for YDR.
3. All personnel are required to avoid any activity that might lead to, or suggest, a breach of this policy.
4. YDR will not be a party to a transfer or payment of funds that are suspicious in nature.
5. We will recommend payment to a third party where there are suspicions as to the nature of the recipient.
6. We will report to the insurer if we believe that any transactions related to a claim are suspicious in nature.

## 5. How to raise a concern

You are encouraged to raise concerns about any issue or suspicion of money laundering at the earliest possible stage. If you are unsure if money laundering activities have been discovered, or if you have any other queries or concerns, these should be raised with the Administration Manager or a Partner of YDR.

## 6. What to do if you are a victim of bribery or corruption

It is important that you tell your manager as soon as possible if you detect there has been money laundering activity or that it may happen in the future.

## 7. Protection

YDR is committed to ensuring no one suffers any detrimental treatment if they report money laundering activity or any other corruption offence in good faith.