



Anti-Money Laundering (AML) Policy

Purpose:

Marston's PLC Anti-Money Laundering (AML) Policy is designed to prevent money laundering by meeting the regulatory standards on combating money laundering and terrorism financing, including the need to have adequate systems and controls in place to mitigate the risk of the business being used to facilitate financial crime.

Marston's will do all it reasonably can to prevent its exposure to any form of money laundering, to identify potential areas where it may occur and to comply with all legal and regulatory requirements, in particular with regard to the reporting of actual or suspected cases.

There are three main pieces of legislation that the business needs to be aware of:

- Proceeds of Crime Act 2002 (POCA)
- Terrorism Act 2000
- The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 and Amendment 2019

Marston's recognises its legal obligations to have procedures and controls in place to deter, disrupt and detect money laundering and terrorist financing. The PLC will adopt a risk-based approach to the application of measures to prevent money laundering/terrorist financing. This risk-based methodology will balance the costs to the business against a realistic assessment of the risk faced.

Scope

This policy applies to all employees and areas of the PLC and aims to maintain the current standards of conduct by preventing criminal activity through money laundering. This policy sets out the procedures for reporting suspicions of money laundering.

Failure to adhere to this policy may leave an employee of the PLC open to disciplinary action being taken against them, together with potential prosecution individually and for the business.

Guideline

Money laundering is the concealment of the origins of illegally obtained money, typically by means of transfers involving foreign banks or legitimate businesses. It is a collective term used for a number of offences involving the proceeds of crime or terrorism funds.

The method of criminality converting 'dirty' money into clean, generally through a process seen as placement, layering and integration.

The hospitality sector is regarded as high risk for the threat of money laundering.

The key requirement is for our employees to promptly report any concerns to the Money Laundering Reporting Officer (MLRO).

Offences

Legislation defines the offences relating to money laundering as:

- Concealing, disguising, converting or transferring criminal property or removing it from

the country;

- Arranging, or becoming concerned in an arrangement, which the person who knows, or suspects, or facilitates (by whatever means), the acquisition, retention, use or control of criminal property by or on behalf of another person;
- Acquiring, using or having possession of criminal property; and
- Entering into or becoming concerned in an arrangement which facilitates the retention or control by or on behalf of another person of terrorist property.

There are further associated offences regarding due diligence and disclosures – these are:

- Failure to apply due diligence;
- Failure to apply on-going monitoring of business relationships;
- Failure to verify the ID of, in our case, pub partners, tenants, leasees;
- Failure to apply enhanced due diligence and monitoring where required;
- Failure to keep required records;
- Continuing with a business relationship when unable to apply appropriate due diligence;
- Making a disclosure to a person which is likely to prejudice a money laundering investigation (“tipping off”);
- Failing to disclose; and
- Prejudicing an investigation.

The Money Laundering Reporting Officer

Any suspicions of money laundering should be reported to the MLRO:

Name Jonathan Moore
Title Director of Corporate Risk
Address St John’s House, Wolverhampton WV2 4BH
Contact 07814 731857
Email Jonathan.Moore@marstons.co.uk

See “Reporting Procedure” below.

If the MLRO is unavailable, please detail your concerns

to: Name Helen Whitehouse
Title Corporate Internal Auditor
Email Helen.Whitehouse@marstons.co.uk

The MLRO is responsible for making a Suspicious Activity Report (SAR) to the National Crime Agency, and for communicating back to the business any instructions from the NCA.

Our responsibilities

A risk based approach requires the following steps:

- IDENTIFY the risks of money laundering and terrorist financing.
- ASSESS the risks.
- DESIGN & IMPLEMENT controls to manage and mitigate these risks.
- MONITOR & IMPROVE the control operation.
- RECORD what has been done and why.

Pub Partners / tenants / leases – Due Diligence

ID checks are required for all agreements with the PLC, including all pub partners agreements, tenancies and lease agreements. If a limited company, the identity should be checked of the directors and the beneficial owner.

Checking that payments come from same individual or company bank account.

Remaining aware of the relationship status between any partners in their business (i.e. who is funding them).

Records of the transactions and checks, together with any continuing monitoring must be retained for a period of five years.

Training and Awareness

The PLC will make available this policy for all employees and deliver training to relevant employees in relation to money laundering.

Reporting Procedures

Any employee who suspects money laundering MUST report their concerns to the MLRO, or designated deputy.

The employee must follow the directions of the MLRO and must not make any further enquiries or take further steps, in any related transaction without express authorisation from the MLRO.

The employee must not disclose their suspicions to the person suspected of money laundering. They must not discuss this with any other person save line management, and the referral to the MLRO must not be recorded on any document that the suspected person may see or have access to (this will include BDR notes).

The MLRO will evaluate any referral to determine whether it is necessary to be reported to the NCA. If so, it must be promptly reported.

The MLRO or designated deputy will commit a criminal offence if they know, or suspect, or have reasonable grounds to believe another person is engaged in money laundering and they do not disclose this to the NCA. This may be an internal or external person.

Further information

Further information can be sought from the MLRO or the Profit Protection team.

Policy owner

Jonathan Moore (Director of Corporate Risk)

Useful Contacts

Money Laundering Reporting Officer (the Director of Corporate Risk)	jonathan.moore@marstons.co.uk
Profit Protection Team	gregory.price@marstons.co.uk
Treasury Team	fina.gillett@marstons.co.uk
SpeakUp – for confidential reporting	marstons.integrityline.com
Senior Business & Talent Partner	jessica.priest@marstons.co.uk
Talent Acquisition Partner	gill.minor@marstons.co.uk

References and links

Whistleblowing Policy	Marston's "People Handbook": handbook. & The Hub
Fraud Policy	
Anti-Bribery & Corruption Policy	
Fraud Policy	
Corporate Hospitality and Gift Policy	

Definitions

MLRO	Money Laundering Reporting Officer
NCA	National Crime Agency
SAR	Suspicious Activity Report

Policy Owner

Jonathan Moore (Director of Corporate Risk) / MLRO

Changes to this policy

This policy is not contractual and we reserve the right to change this policy at any time, so please check back regularly to obtain the latest copy. Where collective bargaining arrangements exist, the Company will consult the elected employee representatives prior to implementing such changes.

Revision History

Version	Date	Revision Author	Summary of Changes
1	September 2019	J Moore	Created
2	November 2020	J Moore	Amendments
3	October 2021	J Moore	MLRO
4	August 2024	J Moore	Pub focused