

Anti-Money Laundering Policy

Effective Date: 3rd December 2024

Review Date: 3rd June 2025

1. Purpose

Yorkshire Building Control Ltd is committed to preventing the risk of money laundering and terrorist financing within its business activities. This policy sets out our responsibilities under the Money Laundering Regulations 2017, Proceeds of Crime Act 2002, Terrorism Act 2000, and related legislation.

2. Scope

This policy applies to:

- All employees, contractors, and officers of Yorkshire Building Control Ltd.
- Any third parties acting on our behalf.

3. What is Money Laundering?

Money laundering is the process by which criminals disguise the origins of their illegally gained money to make it appear legitimate. It includes:

- Concealing, disguising, converting, transferring, or removing criminal property.
- Entering into arrangements to facilitate the laundering of criminal property.
- Acquiring, using, or possessing criminal property.

4. Our Commitment

Yorkshire Building Control Ltd will:

- Maintain robust policies and procedures to prevent money laundering.
- Conduct appropriate due diligence on clients and business partners.
- Report any suspicious activity to the relevant authorities.
- Train staff on the risks of money laundering and how to identify and report suspicious activity.

5. Responsibilities

Managing Director

- Has overall responsibility for this policy and ensuring compliance.

Money Laundering Reporting Officer (MLRO)

- Appointed to oversee the implementation of this policy.
- Receives and assesses internal disclosures of suspicious activity.
- Submits suspicious activity reports (SARs) to the National Crime Agency (NCA) if needed.

All Employees

- Must comply with this policy and complete any required AML training.
- Must report any knowledge or suspicion of money laundering to the MLRO.

6. Due Diligence

We will:

- Verify the identity of clients and business partners (customer due diligence).
- Conduct enhanced due diligence where higher risks are identified.
- Keep records of identity checks and supporting documentation.

7. Reporting Suspicious Activity

- Any employee who suspects money laundering must report it **immediately** to the MLRO.
- The MLRO will assess the report and, if necessary, file a SAR with the NCA.
- Employees must not “tip off” anyone suspected of being involved in money laundering.

8. Record Keeping

We will maintain appropriate records of:

- Client identity verification.
- Transactions and relationships relevant to the AML process.
- Internal and external reports of suspicious activity.

9. Training

We will provide AML training to employees to:

- Raise awareness of money laundering risks and red flags.
- Ensure staff understand how to comply with this policy.

10. Policy Review

This policy will be reviewed annually or whenever there are significant changes in legislation or our business activities.

11. Contact Details

If you have any questions or concerns about this policy, please contact:

Money Laundering Reporting Officer (MLRO)

Yorkshire Building Control Ltd

5 Clifton Moor Business Village, James Nicholson Link, York, YO30 4XG

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