

# Ahead



MANAGEMENT GROUP

## Tax Compliance Policy



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## Document Control

### Document History

	Author	Version	Description
<b>31/01/2022</b>	Andy Ewell	V0.1	Template Draft
<b>31/01/2022</b>	Donna Chapman	V1.0	Final
<b>29/07/2022</b>	Donna Chapman		Office Address Change
<b>24/08/2023</b>	Donna Chapman	V1.1	Minor updates for 2023

### Signatories

Name	Role	Sign off Date
<b>Andy Ewell</b>	AheadMG Delivery Director	7/02/2022
<b>Neil Hickman</b>	AheadMG Finance Director	7/02/2022

### Document Storage

All versions of the policy will be stored on our website <https://www.aheadmg.com/new-starters/>

## Tax Compliance Policy

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### Overview

With an increasing UK and Global focus on dealing with tax avoidance and evasion, AheadMG is keen to outline its policy in this area.

AheadMG will ensure that it meets its tax compliance requirements according to the relevant tax regulations in all countries in which it trades. AheadMG does not condone tax avoidance or evasion whether that be in the UK or overseas.

AheadMG will ensure through its processes and procedures that its staff, customers and suppliers are aware of AheadMG's tax compliance policy and it will ensure, by the application of reasonable procedures, that all of those parties have a common policy and approach to tax compliance that aligns with the AheadMG's approach.

### Scope

This policy applies to AheadMG, including all AheadMG employees, associates and any external persons who undertake work for, or on behalf of, AheadMG.

### Principles

The AheadMG Directors and Management Team have endorsed the following principles for AheadMG's approach to tax:

- Commitment to acting as a good corporate citizen, maintaining business value and ensuring the legally correct amount of tax is paid;
- Ensuring compliance with the tax laws in each country in which AheadMG trades and ensuring that all tax positions are clear, understood and reasonable;
- Commitment to operating with transparency including accurate disclosures to revenue authorities and maintaining an open and co-operative relationship with revenue authorities;
- Operating a model that identifies tax risks as they arise and provides for escalation of tax risks to the Management Team; and
- Maintaining the integrity and reputation of AheadMG at all times.

AheadMG maintains oversight of tax risks with a set of internal operational controls and processes defined by the Finance and Administration Lead. Tax risk management for AheadMG involves the process of identifying and assessing all tax risks in order to:

- Provide assurance that relevant tax questions are considered as part of every commercial decision;
- Ensure that any tax decisions or risks are appropriately escalated within AheadMG;
- Ensure that documented controls and processes exist and adhered to, to mitigate potential tax risks; and
- Ensure that identified tax risks are appropriately mitigated.

The AheadMG Directors and Finance & Administration Team are responsible for:

- Ensuring that all UK tax obligations are met;
- Escalating all tax risks to the AheadMG Management Team when those risks are identified;
- Advising the AheadMG Management Team, as soon as possible, of any tax audits, reviews and/or investigations;
- Ensuring all staff are appropriately trained or qualified on relevant Tax Compliance controls and procedures;
- Escalating any other matters which should be considered by the AheadMG Management Team;
- Identifying and reporting any changes in tax law to the Management Team and ensuring clear risk ownership;
- Ensuring that all AheadMG document retention requirements are met;
- Adhering to all AheadMG operational tax policies, controls and procedures to ensure compliance.

AheadMG has a responsibility to ensure that its staff are trained and informed appropriately.

This policy is effectively discharged throughout AheadMG and then reviewed annually, or as necessary, to be compliant with any changing legislation.

This policy applies to all staff and associate groups irrespective of differences in terms and conditions of service, client engagement, seniority levels, working patterns and any other irrelevant distinction. All policy documents and training must be completed within the first month of engagement for more details please refer to our Mandatory Training Policy.

All AheadMG policies are accessed and stored on our website <https://www.aheadmg.com/new-starters/>