Gifts and Benefits Policy

Purpose:

To ensure transparency and integrity in interactions with external parties by regulating the acceptance of gifts and benefits.

Scope:

This policy applies to all employees, contractors, and representatives of the company.

Key Points:

1. Employees must not accept gifts or benefits that may influence their professional judgment.

2. Gifts valued at more than $50 must be disclosed to management and recorded in the gifts register.

3. Employees must refuse any gifts that may create a conflict of interest or appear inappropriate.

4. Invitations to events or travel sponsored by external parties must be approved by the employee's manager.

5. Employees must adhere to all local laws and regulations regarding gifts and benefits.

Non-Compliance:

Breaches of this policy may result in disciplinary action, up to and including termination of employment.