

GIFTS AND HOSPITALITY

Introduction:

Continuous Services Arabia (CS ARABIA) is dedicated to maintaining the highest standards of integrity, transparency, and ethical behaviour in all aspects of our business operations. This Integrity Management Policy provides a comprehensive framework to guide the conduct of our employees, contractors, and business partners.

1.1 General Principles

While giving and receiving gifts and hospitality can be a legitimate part of building business relationships, it is essential to ensure that such activities do not create conflicts of interest or inappropriate obligations. The following principles govern CS ARABIA's approach to gifts and hospitality:

- **Modesty and Appropriateness:** Gifts and hospitality should be modest, infrequent, and appropriate for the circumstances. They should never be lavish or excessive.
- **Transparency and Reporting:** All gifts and hospitality received or given must be reported and approved by a supervisor or the compliance officer. Transparency is key to avoiding any appearance of impropriety.
- **Business Purpose:** Gifts and hospitality should serve a legitimate business purpose and not be intended to influence business decisions improperly.

1.2 Acceptable and Prohibited Gifts and Hospitality

The following guidelines outline what is considered acceptable and prohibited in terms of gifts and hospitality:

Acceptable Gifts and Hospitality:

- Promotional items of nominal value (e.g., pens, calendars)
- Modest meals or refreshments provided during business meetings
- Invitations to industry events or conferences, provided they serve a legitimate business purpose

Prohibited Gifts and Hospitality:

- Cash or cash equivalents (e.g., gift cards, vouchers)
- Lavish or extravagant gifts or hospitality
- Gifts or hospitality intended to influence, or that could appear to influence, business decisions
- Gifts or hospitality offered during active procurement processes or contract negotiations

1.3 Approval and Reporting Process

To ensure compliance with this policy, CS ARABIA requires the following approval and reporting process for gifts and hospitality:

Approval: All gifts and hospitality must be approved by a supervisor or the compliance officer before being given or accepted. The approval process includes an assessment of the appropriateness and potential impact of the gift or hospitality.

Reporting: Employees must report all gifts and hospitality received or given, regardless of value, using the designated reporting system. Reports should include details such as the nature of the gift or hospitality, the parties involved, and the business purpose.