

Gifting Policy for Saral

Purpose:

This policy outlines the guidelines and restrictions for giving and receiving gifts within the company.

Definition of Gift:

A gift is defined as any item or service of monetary value, including but not limited to cash, gifts cards, or other tokens of appreciation given to an employee, contractor, or customer.

Acceptable Gifts:

The following gifts are acceptable to receive and give:

- a. Small tokens of appreciation or gratitude, such as holiday gifts or thank-you gifts, as long as they are within reasonable monetary limits and do not create a conflict of interest.
- b. Promotional items with the company's logo, such as pens or mugs.
- c. Gifts given in the context of cultural or religious customs.

Prohibited Gifts:

The following gifts are strictly prohibited:

- a. Gifts from current or potential business partners, contractors, or vendors that may create a conflict of interest or the appearance of impropriety.
- b. Gifts that are illegal or unethical.
- c. Gifts of significant monetary value, such as expensive jewelry or trips, which may create the appearance of impropriety or influence business decisions.

Disclosing Gifts:

Employees must disclose any gifts received from outside sources, including business partners, contractors, or vendors, to their manager or HR representative.

Responsibility:

It is the responsibility of all employees to comply with this policy and to maintain the integrity and ethics of the company.

Consequences of Non-Compliance:

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

Review and Amendment:

This policy may be reviewed and amended from time to time as necessary.