

# MEMORANDUM

# AlloyMtd

To : President & Chief Executive Officer

Through : Deputy President & Chief Operating Officer

From : Head of Corporate Communications

Ref. No. : CCD/10/AlloyMtd/Policy/M010/14

Date : 19 June 2014

**Subject : POLICY FOR GIVING GIFTS**



## Objective

This paper serves to seek Management's approval on the classifications set for giving gifts to business contacts, particularly for the festive seasons of Hari Raya and Chinese New Year.

## The Proposed Policy

It is customary for AlloyMtd Group to give gift hampers to business associates and key customers in building professional relationships. To maintain a code of ethics when giving gifts, Management have set out a determined limits for the value of gift hampers that may be given.

A classification of the amount allocated to each recipient, is as follows:-

Category	Designation	(RM) Amount of gift hampers (per pax)	Class
<b>Policymakers</b>	Minister Deputy Minister Mayor/Yang diPertua Member of Parliament	250	VVIP
<b>Senior Management</b>	Managing Director Chief Executive Officer Director -General Senior Police Officer Vice Chancellor	200	VIP

Category	Designation	(RM) Amount of gift hampers (per pax)	Class
Management	General Manager Company Director Public service - Director Deputy Director-General Opinion Leader (ie. Exco/ADUN) Editor	150	Regular 1
Working Level	Manager Public service - Asst Director Processing Officer Others	100	Regular II

Company maintains a policy not to receive gift or hospitality in consistence with the terms established by Human Capital Division.

### Recommendation

In view of the above, CCD seeks Management's approval to adopt the abovementioned Policy for giving gifts with the recommended determined limits, as presented.

Thank you.

Prepared by



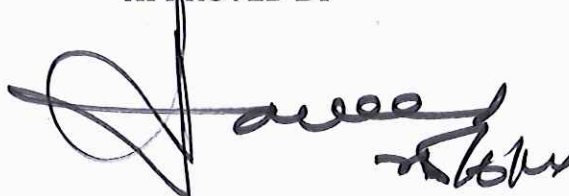
**FAZLYATON HUSSEIN**  
Head of Communications

AGREED BY



**DATIN FUZIAH HUSSEIN**  
Deputy President & Chief Operating Officer

APPROVED BY



**DATO' DR. AZMIL KHALID**  
President & Chief Executive Officer