

	Standard Operating Procedures GHCD	DOC NO: 4.11.7	ISSUE: 2
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1.0	Prohibition in Receiving Gifts <p>1.1 Gifts may include cash, things or assets given as presents, sponsorships, hampers, gift certificates or any other personal benefits given by clients/customers or suppliers.</p> <p>1.2 Hospitality may include meals, hotels, flight tickets, travel and accommodation, entertainment or sporting events.</p> <p>1.3 The Management is instituting total prohibition on staff receiving any gifts or hospitality from any person or organization that has had or could have any connection with the organization's business.</p> <p>1.4 This prohibition will contribute to the establishment of an anti-corruption corporate culture which will itself promote ethical behaviour on the part of staff.</p> <p>1.5 Failure to comply with this rule is considered as serious misconduct and warrants severe disciplinary action including dismissal.</p>
2.0	Bribery & Kickback <p>2.1 All forms of bribery and kickbacks are illegal and expressly prohibited.</p> <p>2.2 'Kickback' means any money, fee, commission, credit and gratuity, thing of value or compensation of any kind which is provided, directly or indirectly, for the purpose of improperly obtaining/rewarding favourable treatment from the recipient to the giver.</p> <p>2.3 Money, in any form should never be given, offered, solicited or accepted in exchange for favour.</p>