

Document Identification

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Owner	Priya
Author(s)	Rabindra
Approver(s)	Souvik
Releaser	MR
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/13	Initial Release	Rabindra	Souvik

 KREATIO MONETIZING CONTENT	Company Gifts Policy	HRPO10
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1. POLICY PURPOSE

The Purpose of this policy is to define the procedure of administering gifts presented to the individual employee or the Organisation by Vendors, Suppliers or any external person(s)/organisation.

2. POLICY SCOPE

The policy is applicable to all categories of employees

3. POLICY DESCRIPTION

Employees may accept gifts from any external party that have business dealings or potential business dealings with the Company.

- Employees may accept gift(s) valued at Rs. 1,000 and below.
- For gifts valued at more than Rs. 1000 the employee may choose to return the gift(s) or channel them to HR who will decide on the disposal of such gifts by either donating them to Charity or utilizing them for Company functions like or Family Day etc.
- Employees who fail to comply with this Policy would be subjected to disciplinary action.

4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in KREATIO software applications by managers/supervisors responsible in coordination with HR department.

5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.