

## **POLICY ON OFFERS OF GIFTS**

**This policy will be read in conjunction with PEEF Administration and HR Manual Chapter General and Administrative Policies Section 1.5 Employee Discipline.**

### **Policy:**

PEEF requires that its employees should not use their official position to receive gifts, or benefit of any kind which might reasonably be seen to compromise the Company's position or the employee's personal judgment and integrity.

Any gifts offered (whether accepted or not) which are not of a trivial nature, should be notified to the Manager Admin & HR using the form in **Annex 3.5**.

Any gifts falling outside the definition of trivial should not be accepted by an individual. In the circumstances where a gift cannot be returned or refused, the gift should be accepted and then surrendered to the Manager Admin & HR for display in office

Each member of staff has a personal responsibility to ensure that an audit trail exists for all offers of gifts, and should complete the form at **Annex 3.5** to Manager Admin & HR of gifts offered to Company employees, whether the offer is accepted or not.

The Manager Admin & HR shall maintain a Register of Gifts in accordance with the format at **Annex 3.6**, and shall make this available for inspection as required. The register shall be provided for inspection by the Internal Auditor annually

A proven breach of this Policy will lead to disciplinary action in relation to the employee involved and may constitute gross misconduct.

**Appropriate response to misconduct will be initiated as per section 1.5.4 of the General & Administrative Policies in Admin and HR Manual of PEEF.**

### **Summary of Gifts Rules**

<b>Type of Gift</b>	<b>Rules</b>	<b>Required Action</b>	<b>Notify for Register</b>
Trivial Gift (up to Rs. 5,000)	Acceptable if occasional.	Complete notification form in Annex 3.5	YES
Non-trivial gifts (over Rs. 5,000)	Cannot be accepted by an individual. Decline or if this is inadvisable or impossible, to be surrendered to Manager Admin & HR	Complete notification form in Annex 3.6	YES

Annex 3.5

**Form for Receipt of Offers of Gifts**

<b>All Offers (whether accepted or refused) of Gifts</b>	
Name of Employee ( <i>Recipient</i> )	
Job Title and Department	
Description of Gift Offered (Including Date Received / Date Offered)	
Name and Address of the External Organization that has made the Offer	
Relationship to the Company	
Estimated Value	
Accepted / Declined (Individual / Group)	
Reason for Acceptance / Decline	
Employee's Signature	
Date	
<b>Acceptance of Offers of Non-Trivial Gifts only</b>	
Manager Admin & HR's signature confirming receipt of non-trivial gift	
Date of receipt by Manager Admin & HR	
Action taken by Manager Admin & HR	

**Annex 3.6**

**Register of Gifts**

<b>Name of Employee <i>(recipient)</i></b>	<b>Job Title and Department</b>	<b>Description of Gift / Received / offered <i>(including date)</i></b>	<b>Name of External Organization that made the offer</b>	<b>Estimated value</b>	<b>Accepted / Declined</b>	<b>Date of intimation</b>	<b>Approved by and date <i>(where appropriate)</i></b>