

HUMAN RESOURCE POLICY			
Applicable Locations	All Locations	HR Policy No.	RFPL/HO/HR
		Effective Date	01-04-2024
Title	No Gift Policy	Review Date	01-03-2025
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1. OBJECTIVE:

We as an organization strive & adhere to keep high ethical standards for carrying out business. The purpose of establishing the “No Gift Policy” is to inform employees on the general guidelines related to the acceptance of gifts, including gratuities or rewards. Although gifts may be well intended, it can potentially pose as a ‘Conflict of Interest’ and could imply an obligation on part of employee thereby influencing business decisions. The objective of this policy then is to ensure that no irrelevant considerations guide employees' logic to award business to vendors/contractors etc.

2. APPLICABILITY:

This policy is applicable to all the employees of the organization.

3. GENERAL GUIDELINES:

“Gift” includes any item, benefit, gesture (of value or not) to employees and/or your families.

Gifts include but are not limited to the following:

- Bribe / Commission on deal.
- Any item of value.
- Service.
- Loan.
- Thing or promise.
- Personal discount or rebate on the price of anything of value.
- Payments for travel, entertainment, food etc.
- Business courtesy offered such as a product discount or any other benefit extended.

1. No gifts of any kind, that are offered by vendors, suppliers, contractors, customers, potential employees, potential vendors, and suppliers, or any other individual or organization, no matter the value, will be accepted by any employee, at any time, on or off the work premises.

2. Employees are required to professionally inform vendors, potential vendors and others of this no-gift policy, and the reasons our organization has adopted the policy.

3. If any employee has questions about and / or needs clarification of any aspect of this policy, the employee should check with their supervisor. If the supervisor is uncertain, the HR Head is the arbiter of the no gift policy to ensure consistent employee treatment across the company.

4. In the decision as to whether a transaction shall amount to acceptance of gift of any kind/ nature, employees should use good judgment and avoid in all cases any actual conflict of interest or the appearance of any conflict.

5. Violation of this policy will subject an employee to disciplinary action, including termination from employment.

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4. PROCESS:

1. Employees would professionally inform vendors, potential vendors and others of this no-gift policy, and the reasons we have adopted the policy.

2. Upon being offered or receiving a gift prohibited by this policy, an employee must notify the gift giver of this policy and graciously decline or return the gift.

3. If the gift is anonymous, the recipient must deliver the gift to the HR, who will decide its usage/disposal.

Any personal intended dealings/transaction with any vendor, supplier, contractor, customer, potential employee, potential vendor, and supplier, or any other individual or organization associated with the company, no matter the value, can be done only after prior written approval from the HR / Company Director.

5. AMENDMENTS

This policy supersedes all earlier policies made in this regard and the company, at its sole discretion, may amend and modify the policy from time to time and may withdraw the policy at any time without any notice.
