

# Policy: Accepting Gifts and Favors

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Applicability – All Employees on Company Roll

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No Employee is supposed to take any favors/gifts/money from any vendor, clients or anyone related to the company's affairs but not part of the company. On ethical grounds, gifts are more of a subtle way of expecting favors. For example if Mr. A is accepting favors/gifts/money from Vendor B, then Mr. A may not have any intention to help Vendor B but Vendor B might get the impression that since he has favored Mr. A so someday he will revert the favor. This may lead to misunderstanding or undue pressure for Mr. A. Hence this practice is completely abolished and if anyone found to be doing this will be terminated with all benefits & Full and Final forfeited or subjected to only Management's approval.

If still you are offered a gift, then you must politely refuse the giving party. Despite that if they give you some gift or send the same in company, then you must deposit all such gifts in H.R Department.

H.R Department will either give all those gifts to management or will distribute them among every possible staff without disclosing the name of the party giving it.

The final decision in this regard will be taken by H.R Head.

*Ok Approved*  
Written By

Head – HR



*Approved*

Approved By

Management