



<b>Document No.:</b> PRO/CBIPH/YY/XX		
<b>Title</b>	GIFTS POLICY	


**GIFTS POLICY**  
(Revision: 00)



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## 1.0 OBJECTIVE


This procedure is intended to provide guidelines for receiving and giving gifts, hospitality, donations and similar benefits.

## 2.0 SCOPE

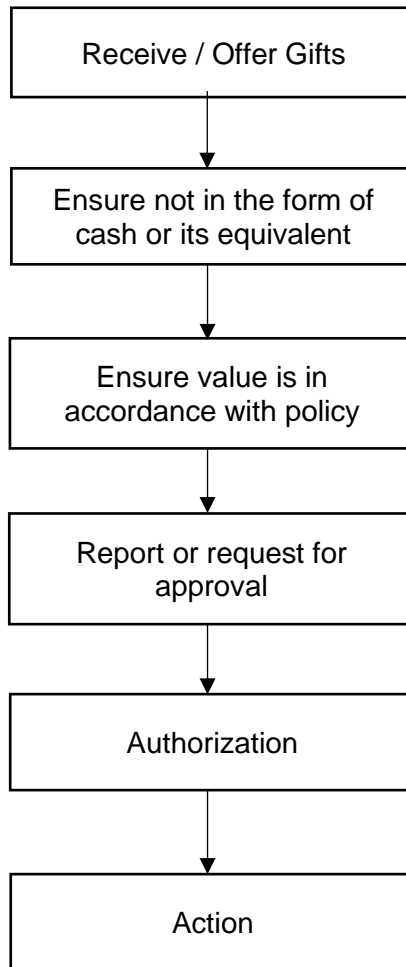
This procedure applies to all employees, members of the board of CBIPH as well as their spouses and relatives, its subsidiaries and business associates.


## 3.0 DEFINITION

- Gifts mean gifts, hospitality, donations and sponsorships.
- Gifts include but not limited to:
  - Tickets (for examples, lottery, sports, music or cultural events, merchandise (for examples, gift baskets, wine, clothing, mugs, pens, collectibles, leather goods and hospitality bags), travel or lodging not associated with a business conference, meeting or event, favourable terms or discounts on a product or service, movable and immovable property, money (in any form), vouchers, shares, clubs membership, gold and jewellery, entertainment or any valuable items given to or received by any employee or any member of the Board, their spouse or anybody, on his/her behalf from anybody.
- CBIPH – CB Industrial Product Holding Berhad and subsidiaries
- BOD – Board of Directors
- HOD – Head of Department
- Relatives – spouse, parents, parents in law, brothers, sisters, brothers in law, sisters in law, sons, daughters, sons in law, daughters in law, grandparents, grandchildren, uncles, aunties, cousins, nieces and cousins.

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#### 4.0 SUMMARY OF PROCESS FLOW




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## 5.0 POLICIES

NO	ACTION	RESPONSIBILITY AND AUTHORITY
<b>5.1 General Prohibition of Giving and Receiving Gifts</b>		
1	Any employee or member of Board of CBIPH and its subsidiaries shall not receive or give or shall not permit his/her spouse or anybody, to receive or give on his/her behalf, either directly or indirectly, any gifts from anybody.	All
2	Any employee or member of Board of CBIPH and its subsidiaries are not permitted to express any gratitude or congratulatory message and condolence to any third party in any newspaper, mass media or social media.	All
<b>6.2 Exceptions to Prohibition of Giving and Receiving Gifts</b>		
1	Gift received during official work as a presenter for seminars, symposiums, workshops, courses or any official functions, locally or internationally, from the organizer on condition that the gift received is not with corrupt intention.	All
2	Promotional gifts of value not exceeding RM50.00 can be offered or received in reasonable quantities. Examples pens, t-shirts, mugs and agendas containing the logo of an Enterprise.	All

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3	Gifts such as food, fruits, flowers and books, of value not exceeding RM500.00 can be offered or received.	All
4	Hospitality of value not exceeding RM200.00 per person which are extended as a matter of courtesy, are in principle allowed. Examples are drinks and lunch or dinner with clients.	All
5	<p>a. Entertainment in the form of paying reasonable travel and lodging expenses or for other forms of entertainment for customers or government officials visiting CBIPH's or its subsidiaries' or its clients' facilities for legitimate promotional or other business purposes is in principle allowed .</p> <p>b. The entertainment amount shall not exceed RM20,000.00 per transaction.</p> <p>c. Prior approval from the BOD shall be required if the amount exceeds RM20, 000.00 per transaction.</p>	All
6	<p>a. Donations and sponsorships, if they are not associated with any clients of CBIPH and its subsidiaries, are allowed but shall be limited to a maximum amount of RM2,000.00. Examples are donations or sponsorships to schools, higher institutions and CSRs.</p> <p>b. Prior approval from the BOD shall be required if the amount exceeds RM2,000.00.</p>	All
<b>6.3 Report of Giving and Receiving Gifts</b>		
1	With the exception of Section 6.2.2, all gifts received shall be reported to Head of Department or immediate superior	All

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	or Board of Directors, when back in office, using the Request for Approval of Receiving Gifts form.	
2	When giving approval, consideration should be given on the frequency the requestor receives a gift.	HOD/ Immediate Superior / BOD
3	No Gifts or Hospitality should be provided or received in the form of cash or cash equivalent, such as vouchers and pre-paid cards.	All
4	Approval from higher authority within CBIPH and its subsidiaries shall be obtained prior to offering gifts including hospitality, sponsorships and donations unless it has been pre-approved for a special occasion. Use Request for Approval of Offering Gifts form.	All
5	Failure to report the receiving or giving of gifts, shall result in internal investigation and if found guilty, shall be subject to disciplinary action or shall directly be reported to the authority.	All

## 6.0 RECORDS

No	Records
1	Request for Approval of Receiving Gifts Form
2	Request for Approval of Offering Gifts Form

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