

PENGURUSAN AIR SELANGOR

NO GIFT POLICY



1 INTRODUCTION

The Pengurusan Air Selangor Sdn Bhd ("Air Selangor") group is committed to establish an ethical work environment for all Air Selangor employees. This No Gift Policy underpins the standards of conduct expected from Air Selangor employees.

2 APPLICATION

This No Gift Policy applies to the entire Air Selangor group, its employees and their family members.

3 PURPOSE

This No Gift Policy strictly prohibits all Air Selangor employees from giving or accepting gifts no matter the value or the reason. This No Gift Policy is in place to avoid situations which may influence the employee's judgment in a decision-making process or put the employees in a position of conflict or obligation.

4 POLICY STATEMENTS

- (a) "Gift" means something that is given to another person including but not limited to cash, vouchers or any item **(e.g. pens, hampers, concert tickets)** having any cost or financial value, including food or beverages **(e.g. supplier or sub-contractor sponsored meals and entertainments)** as well as any items of value.
- (b) No gifts of any kind that are offered by vendors, suppliers, customers, potential vendors and suppliers or any other individual or organization, no matter the value, will be accepted by any employee or their family members, at any time, on or off the work premises.
- (c) Exemptions from this No Gift Policy are gifts such as t-shirts, pens, goodies bags including cards, thank you notes, certificates or other forms of thank you and recognition that employees obtain as members of the public at events such as seminars, conferences, training events etc that is offered equally to all participants of the event.
- (d) Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee. Under no circumstances may an employee take a food gift home; food gifts must be shared with and distributed to all staff, with email notice, during work hours, in a central, worksite location.

5 RECORDING OF GIFTS

Gifts under clause 4 (c) and (d) above must be recorded in a gift receiving register or any other form provided by the Human Resources Department that requires the approval of the Head of Department/Division.

6 DECLINING OFFERS

Employees are required to professionally inform vendors, potential vendors and others of this no-gift policy, and the reasons the company has adopted the policy. Employees will request that vendors respect our company policy and not purchase and deliver any gift for our employees, a department, an office, employee's residence or the company, at any time, for any reason.

7 PENALTIES

Any violation of this No Gift Policy may result in disciplinary action, including but not limited to, termination of employment.

8 AUTHORITY LEVELS

If an employee has any doubts or is seeking clarification of this No Gift Policy, the employee should check with his/her superior. If the superior is uncertain, Human Resources Department should be referred to ensure consistent treatment across Air Selangor.

9 EXCEPTION

Any other exceptions to the No Gift Policy may be made only with the permission of the Chief Executive Officer of Air Selangor.