

APPENDIX A - GIFTS AND HOSPITALITY

(Paragraph 3)

The following criteria may be helpful in assessing if a gift or hospitality comply with this Policy:

- (a) **Made for the right reason:** given clearly as an act of appreciation and it must be for a bona fide business purpose;
- (b) **No obligation:** does not place the recipient under any obligation;
- (c) **No expectations:** expectations are not created in the giver or an associate of the giver or do not have a higher importance attached to it by the giver than the recipient would place on such a transaction;
- (d) **Made openly:** if made secretly and undocumented then the purpose will be open to question and scrutiny;
- (e) **Accords with stakeholder perception:** would not be viewed unfavourably by stakeholders if it were to be made known to them;
- (f) **Reasonable value:** the value of the gifts is of Nominal Value and accords with general business practice;
- (g) **Appropriate:** the gifts and hospitality is appropriate to the relationship and accords with general business practice and local customs;
- (h) **Legality:** it is in compliance with laws and this Policy;
- (i) **Conforms to the recipient's rules:** the gifts and hospitality meet the rules or code of conduct of the recipient's organisation;
- (j) **Infrequent:** the gifting and receiving of gifts and hospitality is not overly frequent between the giver and the recipient;
- (k) **Documented:** the gifts and hospitality is fully documented including purpose and approvals given and properly recorded in the books; and
- (l) **Reported:** the gifts and hospitality is recorded and reported to the respective level of management set out in this Policy.

[End of Appendix A]