



Contract Mining | Mining & Construction Equipment

<b>HUMAN RESOURCES POLICY</b>	
<b>POLICY TITLE – GIFTS, HOSPITALITY &amp; SPONSORSHHIP</b>	
<b>CUSTODIAN: HUMAN RESOURCES DEPARTMENT</b>	
<b>POLICY VERSION: 001</b>	<b>DATE: MARCH 2021</b>

**1.0 Policy Statement**

Rocksure International Limited is committed to protecting its reputation to the best of its ability and is therefore determined to stay clear of any bribery and corrupt practices. Although, the company acknowledges that gifts and benefits are normally given with no real negative intents, yet it admits that under certain circumstances, gifts and benefits are given to create a sense of obligation in the receiver(s) and to influence their judgement, actions or decisions.

As part of measures to control the issue, this policy seeks to govern the gifts that are exchanged, gifted or received by the employees of the company. It is applicable to gifts within the company as well as during business transactions made on behalf of the company.

**2.0 Purpose**

The purpose of this policy is to establish uniformity in the gifting culture within the company and restrict any conflicts of interest.

**3.0 Scope**

This policy is applicable to all employees and contractors of the company.

**4.0 General Guidelines**

In line with this policy, the company forbids receiving any gifts or seeking for favours from any employee, contractor or associates and their representatives, with whom official business transactions are done.

Employees should make sure that any such gift or favour does not lead to an unfair change of preferences or conflict of interest.

However, as an exception, Human Resources or a Committee formed within the company on certain occasions may seek gifts in the form of sponsorships from contractors for use in corporate-wide events.

**5.0 Exemption**

Gift that of the nature of food, entertainment or accommodation of reasonable value up to \$ 200 or less than 5% of the employee’s annual salary or any of the following;

- a. Souvenirs, or
- b. Gift under the value of \$ 200 or
- c. Gift in the form of donation or charity accepted with prior approval of the CEO, or
- d. Gift received as a team, or
- e. Gift received as a member of the public.

These exemptions will however, not be accepted if management feels that such gifts may influence the employee’s actions or perceived to be unfair by the other employees.

DOCUMENT IDENTIFICATION	REVISION	EFFECTIVE DATE	PAGE
RIL. HRP DOC. - 009	00		Page 1 of 2



Contract Mining | Mining & Construction Equipment

### 6.0 Gift Handling Procedure

It is compulsory that on receiving any such gift that does not fulfil the policy the following must be considered;

- a. The employee shall politely request the giver to take it back.
- b. Employee to hand over gifts received to their heads of department or Human Resources
- c. Head of department or Human Resources will take the final decision on the disposal of the gift.
- d. In such a case where it is impractical or discourteous to return the gift, the employee may declare and surrender the gift or favour to the Human Resources as soon as possible.
- e. If the giver or the gift is anonymous, it should be handed over to the head of department or Human Resources who may treat the gift as charity or donation.
- f. In circumstances where the gift involves meals or trips, the employee may accept this only with the prior permission of the CEO. However, such actions should not influence business decisions.

### 7.0 Non-Compliance

Breaches on the gift policy are treated as serious misconduct and those found not satisfying the criteria set shall be dealt with accordingly including disciplinary action.

DOCUMENT IDENTIFICATION	REVISION	EFFECTIVE DATE	PAGE
RIL. HRP DOC. - 009	00		Page 2 of 2