

Gift Policy

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Version 1

Approved by Board 11.05.2019

Samasta Microfinance Limited

CIN: U65191KA1995PLC057884

Regd. & Head Office: No. 110/3, Lalbagh Main Road, Bangalore – 560027 India T +91 80 4291 3500

Corporate Office: 37A, Sannathi Street, Theradi Thiruvottriyur, Chennai – 600019 (Tamil Nadu)

www.samasta.co.in

SMFL Policy on Offering and Acceptance of Gifts by Employees

Purpose & Scope

To establish a uniform policy relating to the acceptance of gift, including gratitude's or rewards. Policy with respect to giving and receiving of gifts to/from any third party including customers, target customers, contractors, consultants, government officials and any other third party.

The policy applies to all employees including permanent, temporary and contract employees, trainees, interns or consultants. The rationale behind this policy is to protect Samasta's business interests and promote ethics and transparency in business.

Guidance on Gifts

As a general rule Gifts should never be requested for or provided to anyone. However, SMFL understands that in certain business scenarios, purely for social reasons (and not for obligatory or influencing reasons) there may be situations when accepting /offering gifts is unavoidable.

The following Gifts are not Appropriate:

- a) Gifts of cash or equivalent to cash (such as gift cards or gift certificates)
- b) Gifts that are prohibited by law.
- c) Gifts to Government officials.
- d) Gifts which are accepted / given as bribe / kickback in order to obtain / retain business or to secure an improper advantage which could include by way of example employment, statutory approvals, orders from customers, etc.
- e) Any Gift that is paid for in a personal capacity in order to avoid having to report it or seek relevant approval

Offering of gifts by employees

Employees should not offer any gifts, however nominal in value, to any client or any other person with whom SMFL has any business interests under any circumstances whatsoever.

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Guidelines on Acceptance of gifts by employee

- Employees are advised not to accept any gift however nominal in value, from any client or any other person with whom SMFL has any business interests under any circumstances whatsoever.
- It is occasionally permissible to give or receive low value, branded, promotional items (such as calendars, diaries etc). The value of such branded promotional items should not exceed Rs 1500/- with the prior approval by the respective functional head and has to be declared to SMFL.
- When refusing gifts, it is advisable to return the gift to the donor with a covering letter thanking the donor for the same and quoting the relevant provision of this policy.
- Employees are advised to inform their respective Heads of Department incase they wish to give or receive such promotional items which are purely complementary in nature.
- The policy will not apply to reasonable internal gifts or entertainment given by employees to other employees on specific occasions including birthday celebrations, weddings anniversary's, promotions, recognition etc.

Violation of this policy will be treated seriously by SMFL and is likely to result in disciplinary action, which may include the termination of employment and termination of vendor.

Change Control Sheet

Date of approval of Board	Content of Changes	Changes raised by	Version of Policies

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11.05.2019	Not Applicable	Not Applicable	V1

DECLARATION TO RECEIVE OF GIFTS AND BENEFITS

To,
The Manager,
(Department)
Samasta Microfinance Limited,

Details

Name of gift recipient _____

Branch/Location _____

Gift received from _____

Description of gift _____

Estimated value of gift _____

Date gift received _____

Reason for Accepting this gift is of benefit * _____

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Gift Policy

Approved By

Name:

Designation:

Department:

Date:

Signature of Recipient

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