

Memorandum

To : All employees

From : Group Manager, Human Resources Development

C.C : 1. Managing Director
2. Director, Human Resources Development

Ref : GRPHRD/GEN/004/02/16

Date : 4 February 2016

Re : **REMINDER ON NO-GIFT POLICY**

Please be advised that as practiced in the Company, all employees are required to demonstrate our organization's commitment to treating all people and organizations, with whom we come into contact or conduct business, impartially. All employees are urged to demonstrate the highest standards of ethics and conduct.

Employees are to practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all vendors, suppliers, customers, employees, potential employees, potential vendors or suppliers, and any other individual or organization.

As mentioned above, all employees are **REMINDED** to abide by the following **no-gift policy** requirements:-

1. No gifts of any kind, that are offered by vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organization, no matter the value, will be accepted by any employee, at any time, on or off the work premises.
2. No gifts of any kind, to be offered to vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organization, no matter the value at any time, on or off the work premises.

The policy is meant to avoid conflicts of interest or the appearance of conflicts of interest in any ongoing or potential business dealings of EDARAN GROUP.

All employees are reminded to continuously adhere to all SOPs at all time.

Thank you.



SARIZA IBRAHIM