

Gifts and Hospitality Policy

Al Nawras Medi-Lab Supplies LLC supports the idea of gift exchange, received or of offered by any employee within the company. The company strictly impede the idea of favor amongst the staff and third parties.

Purpose

The Employee Gift policy aims to maintain uniformity in exchanging, distributing, and receiving gifts from the employees, including gratuity and rewards. The company firmly believes that no employees must be gifted to benefit from them as it negatively influences other employees' morale.

Scope

The scope of the policy expands towards every employee regardless of their designation and department. It applies to all the permanent, temporary, and contract-based employees.

Guidelines

Al Nawras Medi-Lab Supplies LLC follows strict guidelines for the matter of gifts and prohibits any favoritism and bribe in the company.

The company strictly prohibits any solicitation of gifts or favors from employees, organizations, and agencies from which he deals regularly.

The employees receiving and distributing gifts must ensure that it does not influence any conflicts of interest or change of preferences.

The employee/team must not receive or offer any gifts, donations, or services from customers, competitors, or business dealers unless complied with the given policy.



We have clear rules on offering of Gifts and Hospitality:

Under any circumstances, the following rules must be complied with:

- No gifts and hospitality can be offered by Al Nawras Medi-Lab Supplies LLC colleagues (or Third-Parties) to government officials regardless of value, unless approved by the Legal and Compliance Team.
- Gifts and Hospitality should always be legitimate, with a business purpose and given for the goal of furthering a business relationship.
- No Gift or Hospitality should be accepted from any Third Party which is participating in a tender process.
- Regardless of the value of the Gift or Hospitality, Al Nawras Medi-Lab Supplies LLC management is expected to make a judgment call to determine if the Gift or Hospitality offered, given, accepted or received is legitimate, not lavish or excessive, moral and does not create an obligation on the recipient to give something in return (a quid pro quo).
- The offering of Gifts and Hospitality should never knowingly breach the recipient's own contractual obligations, whether under their contract of employment, anti-bribery policy or otherwise.

Exceptions

Though the company remains firm on its decisions, here are some exceptions to be taken care of when accepting gifts:

- Authorities and employees may accept edible/entertainment/accommodation gifts of (value), and they must be shared with the maximum/all employees.
- Authorities and employees may receive items of (value) that can be displayed in the company—for example, Flowers.
- Authorities and employees may accept handmade items from children.
- Authorities and employees may accept donations from a charity.
- Authorities and employees may accept gifts with prior approval of the CEO.
- Authorities and employees may accept gifts in return for serving the community.
- Authorities and employees may accept gifts received as a team.

Procedure

When receiving a gift prohibited by the company policy, one must graciously decline or return it and communicate to the person about this policy.

If the offerer of the gift is unknown, it must be immediately donated to a charity or use for community purposes under the advice of the higher authority.

The Gifts and Hospitality Registration and Approval Form and Register:

Certain Gifts and Hospitality offered must be registered and/or approved according to the following table:

Value	Rule
Under AED 200	Must be registered via TRAVEL, GIFTS AND ENTERTAINMENT EXPENSES FORM and referenced with the company's accounting system (ERP-Oracle)
Above AED 200	Must be reviewed and approved in advance by Al Nawras management in a written format, registered via TRAVEL, GIFTS AND ENTERTAINMENT EXPENSES FORM and referenced with the company's accounting system (ERP-Oracle)

Policy Violation

The violation of this policy under any circumstances will not be treated as an unknown mistake, and actions will be taken against the person, resulting in the individual's immediate suspension.