

## **IIFL Samasta 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 IIFL 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, IIFL Samasta 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 IIFL Samasta has any business interests under any circumstances whatsoever.

### **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 IIFL Samasta 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 IIFL Samasta.
- 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 in case 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 IIFL Samasta and is likely to result in disciplinary action, which may include the termination of employment and termination of vendor.

|               |   |                |                                     |
|---------------|---|----------------|-------------------------------------|
| Policy        | Gift Policy   | Document No    | 01                                  |
|               |   | Ver. No & Date | 02, 01-April-2022                   |
| Applicability | All Employees of IIFL Samasta                           | Created by     | Manager,<br>Corporate Communication |
| Verified by   | Deputy General Manager,<br>HR & Corporate Communication | Approved by    | CPO                                 |

## DECLARATION TO RECEIVE OF GIFTS AND BENEFITS

**To,**

**The Manager,  
(Department)  
IIFL Samasta Finance Limited,**

|                |
|----------------|
| <b>Details</b> |
|----------------|

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 \* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved By**

Name:

Designation:

Department:

Date:

**Signature of Recipient**