

	K.K.I.P. SDN. BHD. (Co. No. 199301026828 (281566-D)) A wholly-owned company of the State Government of Sabah
	GIFT POLICY

K.K.I.P. Sdn. Bhd. is committed to serving our investors, working with our partners, and conducting our business to the highest standard of integrity, ethics, and good governance. K.K.I.P. Sdn. Bhd. has adopted a "GIFT POLICY" to reinforce this commitment.

APPLICATION

This "Gift Policy" ("Policy") applies to all employees whether permanent or contract including the board of directors, board committee members, and all subsidiaries under K.K.I.P. Sdn. Bhd.

POLICY STATEMENT

The Company prohibits the receiving of gifts directly or indirectly both within and outside of the work premises in the course of their official duties and business dealings which may influence in a decision-making process putting employees in a position of conflict or appearance of such conflict or obligation.

Employees are not allowed to accept gifts in exchange for doing or promising to do anything relating to the business or affairs of K.K.I.P. Sdn. Bhd. for potential or existing investors, vendors, agents, service providers, contractors, suppliers, and any other individual or organization.

Employees are to avoid conflict of interest or the appearance of conflict of interest for either party in an ongoing potential business dealing between K.K.I.P. Sdn. Bhd. and external parties as a gift can be seen as a bribe that may tarnish K.K.I.P. Sdn. Bhd. reputation or in violation of anti-bribery and corruption laws.

EXCEPTIONS TO THE GIFT POLICY

Souvenir items or corporate merchandise that meet the following criteria:

- The items are attached with the external party's company logo or K.K.I.P. Sdn. Bhd.'s logo;
- The value of the items given and received are less than RM100 and
- The items are given at public or invitational events.
- The acceptance and provision of gift(s) are also permitted in certain exceptional circumstances

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- Gifts given and received during festivals, not on a personal basis, must be shared and distributed to all staff. The gift may also be for a lucky draw among the staff or to donate to the needy.
- Perishable items (e.g., fruits, cakes, and flowers) can be retained in the office and distributed among the staff.

Gifts received with a value less than RM100.00 are to be reported to the head of the department (for acknowledgment), such as plaques, pennants, handicrafts, or printed materials, or perishable products such as food, fruits, flowers, etc. Such items must be communicated to one of the top management immediately.

All gifts valued at RM100.00 (accumulative) and above must be reported to one of the Top Management through the Gift Declaration Form for DECISION and approval.

Integrity and Governance Unit will monitor, record, and file the Gift Declaration Form.

Prepared by:	Reviewed by:	Approved by:
Name:	Name:	Name:
Designation:	Designation:	Designation:

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PROCESS FLOWCHART FOR RECEIVING GIFT (BELOW RM100.00)

<u>Responsibility</u>	<u>Process</u>	<u>Documentation</u>	<u>Description</u>
Receiver	Receive the gift/s	Gift Declaration Form	Receptionist/Recipient receive and take up the gift
Recipient	↓ To fill in the Gift Declaration Form and report to the Head and inform Top Management		The recipient is to fill in the Gift Declaration Form and report to the Head and inform Top Management.
Integrity and Governance Unit	↓ To receive the Gift Declaration Form and file		To give the Gift Declaration Form to the Integrity and Governance Unit for record/file

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PROCESS FLOWCHART FOR RECEIVING GIFT (RM100.00 and ABOVE)

<u>Responsibility</u>	<u>Process</u>	<u>Documentation</u>	<u>Description</u>
Receiver/Recipient	Receive and take up the gift	Record of Gift Declaration form	Receptionist/Recipient receive and take up the gift
Heads of Department / Unit	To fill in the Gift Declaration Form and report to the Head		Recipient to fill in the Gift Declaration Form and report to the Head.
Top Management	Top Management		To give the completed Gift Declaration Form to Top Management for decision
	Accept or Reject		To inform the recipient of the decision by Top Management
Integrity and Governance Unit	File/Record		To compile the Gift Declaration Form