

Team Defence Information

Gifts & Hospitality Policy

1. Introduction

This Gifts and Hospitality Policy outlines the principles and procedures that employees of UKCeB trading as Team Defence Information must adhere to regarding the giving and receiving of gifts and hospitality. This policy aims to ensure transparency, integrity, and compliance with ethical standards in all business interactions.

2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and contractors, as well as consultants and agents acting on behalf of UKCeB trading as Team Defence Information.

3. Policy

3.1. Giving Gifts and Hospitality:

- Employees are prohibited from offering, giving, or promising gifts, entertainment, or hospitality to any third party, including clients, suppliers, partners, or government officials, if it could be perceived as an attempt to influence business decisions or gain an unfair advantage.
- Any gifts, entertainment, or hospitality offered in the course of business must be nominal in value, culturally appropriate, and consistent with local laws and customs.
- Employees must obtain prior approval from their immediate supervisor or the designated authority before offering or providing any gifts or hospitality.

3.2. Receiving Gifts and Hospitality:

- Employees are prohibited from accepting gifts, entertainment, or hospitality if it could influence, or be perceived to influence, their business decisions or judgment.
- Nominal gifts of low value, such as promotional items or items of insignificant value, may be accepted. However, employees must use their discretion and avoid accepting gifts that could compromise their integrity or impartiality.
- Employees must report any gifts or hospitality offered to them, regardless of value, to their immediate supervisor or the designated authority.

3.3. Recording and Reporting:

- All instances of giving or receiving gifts, entertainment, or hospitality must be accurately recorded in the company's records or expense reports, including the purpose, recipient, value, and any approvals obtained.

- Any employee who becomes aware of a potential violation of this policy must report it immediately to their supervisor, Human Resources, or the designated compliance officer.

4. Compliance and Enforcement

- Violations of this policy may result in disciplinary action, up to and including termination of employment.
- Employees are encouraged to seek guidance from their supervisor, Human Resources, or the designated compliance officer if they are unsure about the appropriateness of giving or receiving gifts or hospitality in a particular situation.

5. Training and Awareness

- UKCeB trading as Team Defence Information will provide regular training and awareness programs to educate employees about this policy, ethical business practices, and compliance requirements.

6. Policy Review

- This policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

7. Acknowledgment

- All employees are required to read, understand, and acknowledge their compliance with this Gifts and Hospitality Policy upon joining the company and periodically thereafter.

8. Conclusion

- UKCeB trading as Team Defence Information is committed to conducting business with integrity, honesty, and transparency. This Gifts and Hospitality Policy is designed to uphold these values and ensure that all business interactions are conducted in an ethical and compliant manner.

Amendment Record

Date	Detail
1 Oct 21	V1.0 - Initial version
1 Oct 22	V2.0 - Reviewed
3 Aug 26	V3.0 - Reviewed