



GIFTS POLICY

The Company discourages employees from accepting gifts from suppliers and business associates.

You may accept a gift from a supplier or business associate only if it is provided as a token of goodwill, and not with a view to influencing your judgement, and the gift is not in the form of cash, tokens or vouchers. If in any doubt, please check first with your immediate Manager or myself.

Gifts with a value in excess of £50 must be reported in writing to The Personnel Manager, those of lower value to your immediate Manager.

If you have any queries in respect of this policy, please do not hesitate to contact me or any member of the Personnel Department.