

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/01Y
		Date of Doc	08/01/2024
		Rev No	00
	GIFT & TRAVEL POLICY	Supersede	00

1. Objective and Purpose of the Policy

Unitech Plasto Components is committed to establish clear guidelines for the offering, acceptance, and reimbursement of gifts, hospitality, and travel-related expenses in order to promote transparency, fairness, and integrity in all business dealings.

2.Scope:

This policy applies to all the employees including contract employees who were employed in the Unitech Plasto components and its operation.

3. Policy/Guidelines

At Unitech Plasto Components employees should not accept,

- Gift rate 2000 (Management Category Only)
- Lavish or repeated gifts
- Gifts during bidding or negotiations
- Gifts to/from government officials without legal clearance
- Business travel pre-approved by the Concerned HOD
- Economy class travel, reasonable lodging, and meals based on the designation.
- Hosting clients in line with company budget and norms.

And are restricted with the following,

- Excessive or luxury accommodations
- Personal trips funded by vendors or clients

Employees must avoid accepting anything that may impair objectivity. Report any potential conflicts to HR or Compliance. And any Non-compliance may result in disciplinary action, including termination and legal reporting where required.

4. Communication and Training:

Unitech Plasto components provides training to all employees about Gift & Travel Policy and the consequences of non-compliances with the policy.

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		



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5. Review of Policy:

Gift & Travel Policy has to be approved by MD. The Organization reserves the right to modify and/or review the provisions of this Policy from time to time, in order to comply with applicable legal requirements or internal policies, to the extent necessary.

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HR	PLANT HEAD	MANAGING DIRECTOR
		