	Puregas Policy	Approval		
		Managing Director		
	Gifts & Bribery Policy	Doc. No: 32		
		Issue Date: 09/12/2013	Rev: 1	Rev Date: Aug 2018

**1. PURPOSE**

This document sets out the Company’s policy with regard to the receipt and giving of gifts, bribes and payments through which one person gains a dishonest advantage over another.

**2. FRAUD AND CORRUPTION**

These are serious offences which can result in criminal conviction. In terms of the Corruption Act 12 of 2004, it’s a criminal offence for an employer not to report corruption, theft or fraud or a suspicion of the mentioned offences in excess of R100 000 to the police.

Fraud and corruption in these terms are defined as the acceptance of bribes, receiving of money, goods or services for personal gain which are not disclosed to the Company. Also included is any unethical or anti-competitive behaviour.

Equally any company or employee of a company who gives bribes of money, goods or services to gain a business advantage is considered to have committed a criminal offence in terms of the Corruption Act.

An employee who doesn’t disclose a business interest or a related interest in a customer or supplier or job applicant may be guilty of corruption.

- 2.1.1. Fraud and corruption, or attempted fraud and corruption are breaches of acceptable standards of conduct required of employees. They will not be condoned by the Company.
- 2.1.2. Where the company suffers a loss, steps will be taken against the employee to mitigate the loss.
- 2.1.3. Appropriate action will be taken against the offender whether or not a loss has been suffered. Fraud and corruption of any amount are dismissible offences.
- 2.1.4. The police may be called in where the evidence justifies such action.

**3. ACCEPTABLE GIFTS**


The receipt of gifts from suppliers and business associates is to be discouraged. However, on disclosure staff may accept gifts which comply with the following criteria:

- Lunches or meals
- Gifts which can be used in the office (calendars, desk pads, pens bearing a logo etc.)
- Food or drink of a reasonable nature (single bottles of wine, boxes of chocolates).

Gifts should be of a low value so that the staff member does not feel obligated to the giver. All gifts received should be disclosed to the staff member’s immediate Manager. Gifts which are unsuitable will be returned to the supplier. The Company reserves the right to take disciplinary action with regard to employees receiving gifts that aren’t disclosed.

The giving of gifts to customers must be approved by the Managing Director and must be in line with the customer’s gift receiving policy. All gifts given must carry the Company logo.

Entertainment of a client must be pre-approved by the Managing Director and must have a clear business purpose.

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**Revision history**

The following information documents the last changes		
Date	Revised by	Changes
November 2013	K. Isherwood	New Policy
24/08/2015	G. Makhathini	Changed header logo and name of the approving Manager