

# GIFT POLICY



For the future. From 1838

**terra**



## **PREAMBLE**

This gift policy provides guidance to the directors and employees of Terra Mauricia Ltd (the Company) or its subsidiaries, about what is and what is not appropriate to accept as a gift, offering, award, favour, benefit or token of appreciation from a customer, vendor, supplier, or any third party which might have an influence on our way of carrying out our duties.

We must not offer or grant any gift or favour to anybody with the aim of influencing her/his way of carrying out her/his duties.

No matter how well-meaning or well-intentioned a gift is, the potential exists for impropriety or the appearance of impropriety to be present because of the existence and acceptance of the gift.

This gift policy is aimed to ensure that directors and employees adhere to the Company's Code of Ethics.

## **GIFTS VALUE ALLOWED**

Any gift estimated to a maximum value of Rs. 5,000 is allowed. This is the aggregate annual value authorized per gift, per person, per third party. To be clearer:

- Gifts less than Rs. 1,000 no declaration needed;
- Gifts more than Rs. 1,000 but less than Rs. 5,000 must be declared;
- Gifts more than Rs. 5,000 SHALL NOT BE ACCEPTED (to be returned to donor).

Any gift received with a value of more than Rs 1,000 must be declared to and receives the approval of the Ethics Officer or, in his absence, the Group HR Manager by filling the appropriate form annexed. This value may be reviewed from time to time by the Ethics Committee.

## **ATTITUDE TO ADOPT**

Directors and employees are required to professionally inform suppliers, potential suppliers and others of this gift policy, and the reasons why the Company has adopted the policy.

Employees will request suppliers to respect this Company policy. The only place acceptable for gifts deliveries is the reception desk of any cluster, so that the gifts received be declared and then evaluated. If a director or employee receives a gift and:

- It is estimated above the authorized value, the gift should be returned to the sender.
- Has questions about and/or needs clarification on any aspect of this policy, the director or employee should first direct their query to their HR department for employees and to the Chairman of the Ethics Committee for directors. The Ethics Officer can be contacted for additional advice if needed.

See acceptance adherence sheet on Page 3

# TERRA MAURICIA LTD

I, ..... Director/Employee of ....., hereby confirm to have read and understood the contents of the Company's Gift Policy, and accept to adhere to same and to strictly abide to it.

**NAME:** .....

**SIGNATURE:** .....

**DATE:** .....



# TERRA MAURICIA LTD

## GIFT DECLARATION FORM

I hereby declare having received the following gift/s:

GIFT/S DETAILS	DATE RECEIVED	DONOR / COMPANY	RECEIVER EST. VALUE (MUR)

I confirm that I have delivered the above mentioned gift/s at the Reception Desk of ..... on ...../...../201.... at ..... hrs and declare that the details mentioned above are true and correct.

<b>NAME OF EMPLOYEE:</b>	
<b>COMPANY:</b>	
<b>JOB TITLE:</b>	

**Signature:** .....

**Date:** .....

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### FOR OFFICE USE ONLY

Gift/s declared above has/have been checked by the Ethics Officer and/or the Group HR Manager and is estimated to a total value of MUR.....

We therefore conclude that it/they is/are allowed/not allowed, according to our Gift Policy.

**Signature:** .....  
(Ethics Officer)

**Signature:** .....  
(Group HR Manager)

**Date:** .....

