

 INDORE COMPOSITE PVT. LTD.	HR ADMIN Policy	Fmt. No. : ICPL/CORP/HR/FM/08 ISO Cl. No : 7.1.2 Rev. No : 02 Dt. : 20.04.2019 Page 37 of 47
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## 15 GIFT

### OBJECTIVE:

The objective of this policy is to define Gift policy for acceptance of gift.

### SCOPE:

This policy covers staff members & top management (Cat- I to VI)

### ELIGIBILITY:

To come under purview of this policy a person should be designated as per grade level chart.

### NEXT REVIEW DATE:

01.04.2020

### "NO GIFT PLEASE"

- It is a general practice to present gifts to customers as a token of good business relationship while we have always nurtured long term business relationship we prefer that it be based on quality of product and services, fair and competitive pricing and consistent improvement.
- Gifts in the form of food items can be accepted from a vendor, but to be distributed in the office to all employees.

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Prepared by: HR/Admin

Approved by: Director

Date: 20.04.2019