

## 1. Introduction

Autocraft Solutions Group recognises that there may be occasions where it is appropriate to send a nominal gift to employees, or the spouse/partner of an employee.

This policy is non-contractual and may be reviewed and updated at any time without notice. Any changes will be communicated as appropriate.

## 2. Scope

This policy applies to all employees of Autocraft Solutions Group.

## 3. Aims

This policy aims to formalise our approach and provide consistency in the way in which we manage and administer gift-giving provided for in this policy.

## 4. Gift-giving Situations

Situations where the Company would usually send a gift are:

- Births
- Deaths
- Marriages
- Retirements
- Medically required surgical operations that require a stay in hospital. **Note:** Day/Outpatient procedures are not included.

## 5. Types and value of gift

Gifts include, flowers, fruit baskets, 'baby boxes' as appropriate, and may be made up to the value of £50.00.

## 6. Other Gifts

Any gifts outside of those mentioned above **must** be authorised by the Board **in advance**.

## 7. Payment for gifts

Payment for gifts must be made using a Company credit card; personal credit cards should not be used.

## 8. Monitoring and Compliance

This policy will be monitored and reviewed on a regular basis. Abuse of this policy and falsification of any information provided will be considered as Gross Misconduct and managed under the Company disciplinary procedure. Proven allegations may be subject to sanctions up to and including summary dismissal.

### Document History

| Rev | Section | Revision Detail | Author | Approver | Issue Date        |
|-----|---------|-----------------|--------|----------|-------------------|
| 1   | All     | New             | T Pugh | B Barr   | 16 September 2024 |

| Doc No | Owner: | Authorised: | Location:             | Classification: | Issue Date: | Page:       |
|--------|--------|-------------|-----------------------|-----------------|-------------|-------------|
| F4044  | QHSE   | S Ridley    | Intranet/IMS/Policies | ASG             | 6/3/2023    | Page 1 of 1 |