



TRANSPARENCY
INTERNATIONAL
MALAYSIA

MALAYSIAN SOCIETY FOR TRANSPARENCY AND INTEGRITY (TRANSPARENCY INTERNATIONAL – MALAYSIA)

(PPM-007-10-28081999 – Established since 24th December 1998)

319, Block A, Kelana Centre Point, Jalan SS 7/19, Kelana Jaya, 47301 Petaling Jaya, Selangor

• Tel: +603 7887 9505

• E-mail: ti-malaysia@transparency.org.my • Website: www.transparency.org.my

TRANSPARENCY INTERNATIONAL MALAYSIA (TI-M)

Gifts Policy

1. Purpose

TI-M's Gifts Policy sets out the standards which must be observed by all employees, all members and all Executive Committee members of TI-M, when offering or receiving gifts from third parties outside TI-M. This includes the offering/accepting of Gifts to/from :-

- Vendors / any third parties; and
- Commercial organisations who are business partners of TI-M; and
- Other Non-profit organisations.

This Gifts Policy also applies when offering or receiving gifts as a gesture of courtesy amongst TI-Internationals, where TI-Internationals shall mean:-

- Other National Chapters of TI; as well as
- TI international board members.

This Gifts Policy shall be read together with the Constitution, the Code of Conduct as well as the Standard Operating Policies and Procedures Manual.

2. Definition

- Gifts that normally bear the company name and logo that are of nominal value are hereby defined as "*Corporate Gifts*".
- Gifts that are traditional treats or gifts customary to a festive occasion are hereby defined as "*Festive Gifts*".
- Corporate Gifts and Festive Gifts are collectively referred to as "*Gifts*".

3. Policy Statements

3.1 Receiving Gifts

TI-M acknowledges that TI is an organisation that operates globally. TI-M therefore respects that Gifts exchanges are customary in some jurisdiction whilst it is also practised as a courtesy to keep relationships warm.

As TI-M is a non-profit organisation, the risk of being perceived as accepting bribes when receiving Gifts, is relatively higher. TI-M therefore upholds the policy that the receipt of Gifts is acceptable provided that the value does not exceed RM200. In the event the value of the Gift exceeds RM200, the approval of the Executive Committee shall be required.



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- EXCO Members who receive Gifts in their capacity of a TI-Member, are required to declare the receipt of Gifts at Executive Committee meetings in the event the value of the Gift is RM200 or less and to declare and seek approval of the Executive Committee in the event the value of the Gift is more than RM200.
- Members who receive Gifts in their capacity of TI-M member are encouraged to declare the receipt of the Gift to the Secretary-General.
- Employees who receive Gifts in their capacity of a TI-M employee, or from any third party dealing with TI-M is required to declare the Gift to the Secretary-General.

3.2 Offering Gifts

The value of the of Gifts offered to special guests during events, should not in the usual case exceed RM200 per guest. In the event due to special circumstances a higher value is needed for the Gift, the pre-approval of the President must be obtained.

4. **Guiding Principles**

It is not possible to prescribe the various mechanics of offering and accepting gifts, by for seeing every scenario giving rise to the exchange of Gifts. This Gifts Policy strives to set out the spirit of the exchange of Gifts by prescribing the following guiding principles:-

- Gifts in the form of cash are strictly not allowed.
- Gifts that carries the risk of being perceived as being able to influence the impartiality of a decision maker, and/or being perceived as an actual / potential conflict of interest is also not allowed. This includes the exchange of Gifts with incumbent candidate (i.e. those running for posts within TI International)] amongst TI-Internationals.
- The offering of any form of Gifts to a government official is not prohibited as it is a common gesture to present a token of appreciation to public officials during formal events/functions. Although not prohibited, such Gifts must be treated with extra caution. Therefore the pre-approval of the President is mandatory prior to offering Gifts to any government official. The purpose as well as the recipient must be clearly disclosed when seeking approval.

5. **Violations**

Any violation of this Gifts Policy shall be subject to the consequences set out in the Constitution, the Code of Conduct and the Standard Operation Procedure as may be applicable.