

HR Advisory
Company Practice on Gift Disclosure

Dear Ka-Globe,

In living out The Globe Way values, please be reminded of the Company's Policy on Unethical, Corrupt and Other Prohibited Practices that the receipt of unsolicited gifts from customers or suppliers during national festivities such as Christmas, during which it is customary to give or receive, **is not prohibited, but must be declared.**

Concerned employees are required to accomplish our Gift Disclosure Form thru this [link](#).

However, please be informed of the following guidelines:

1. As an exception, customer/supplier/partner gifts that display the company's name or logo which are of minimal value, such as umbrellas, diaries, t-shirts, gift of food and beverages may be kept by the employee and need not be declared;
2. However, gifts worth Php3,000.00 or more shall be considered significant and must be declared;
3. Raffle prizes, gifts or tokens to be given during any of the activities hosted by our suppliers or vendors (whether work related or not) should be declared in accordance with our Gift Disclosure Policy.

Please be guided accordingly.

Thank you.

Human Resources Group