

GIFTS AND HOSPITALITY POLICY

PURPOSE OF THE POLICY

The Policy is intended to support Famous Brands Code of Ethics and Conduct, which encourages Ethical behavior in the workplace. This Policy serves as a guideline for Famous Brands Employees with regards to receipt and offering of gifts and hospitality gestures from our Business Partners, Suppliers and other Stakeholders.

SCOPE OF APPLICATION

This Policy applies to all Famous Brands Employees. The Gift Policy is published on the internal Famous Brands Intranet, and on the external Corporate Web-page www.famousbrands.co.za.

GIFTS AND HOSPITALITY

This Procedure provides guidance on the receipt and offering of gifts, entertainment or hospitality and should be used as the basis for behaviour of all employees:

PRINCIPLES

- **Physical gifts and monetary items** are not permitted to be accepted or offered, and should be politely declined or returned; save for branded merchandise (e.g. corporate calendars/diaries/pens).
- **Entertainment and Hospitality** with an individual up to the value of R1000 per person per event is permitted to be accepted or offered (e.g. tickets to an event and/or drinks/meal).
- If it is anticipated that the value is likely to exceed R1000 per person per event then the direct **Executive Line Management approval** is required in writing.
- **Good judgement** and moderation must be used when considering whether to accept or offer a gift. As a general principle no gift, entertainment or hospitality must be accepted or offered if it is not in moderation, or the intention is to influence fair judgement.
- **Frequent** exchange of any gifts between the same parties, even if below the thresholds determined is not permitted.
- **Charitable donations and sponsorships** by Famous Brands are not classified as personal, and are permitted in the normal course of business.
- Any type of exchange of gift, entertainment or hospitality is not permitted with **public officials** such as government, municipal, and police representatives.

- It is the responsibility of each employee or business partner to comply with this policy and failure to do so could amount to a material breach of the **contract of employment** amounting to gross misconduct.

PROCESS

The following process is to be followed at all times.

- Notwithstanding that **physical gifts** shall not be received/offered, if physical or monetary gifts of any value are delivered unsolicited, they are to be returned. If this is not possible, they are to be stored on site and disposed of from time to time, with the benefits to be donated to an appropriate charity.
- All physical gifts or monetary items of any value offered or received between Famous Brands employees and Business Partners, Suppliers and External Stakeholders are to be **recorded on My Gifts** on the Famous Brands Intranet.
- All **entertainment and hospitality** exceeding R1000 in value per person per event as mentioned in the principles above are to be **recorded on My Gifts** on the Famous Brands intranet.
- The Gift Register will be reviewed by the Social & Ethics Working Group.
- **Access My Gift at:**
<http://fbljhbospv001/sites/FB/My%20Gifts%20Register/SitePages/Home.aspx>

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