



SunSource Energy Private Limited

Employee Policy Manual

Document No – SSEPL-HR-03

Revision No - 00

Title – No Gift Policy

No Gift Policy



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1. Policy Overview

The purpose of establishing the “No Gift Policy” is to inform employees of a uniform policy relating to the acceptance of gifts, including gratuities or rewards. This policy applies to all the employees SunSource Energy & S3 Energy. As conscientious citizens and employees, SunSource Energy & S3 Energy conducts its business with utmost integrity, in a lawful and responsible manner and the ‘NO GIFT POLICY’ stems from these ethical principles. Although gifts may be well intended, it can potentially pose as a ‘Conflict of Interest’, and could imply an obligation on part of employee thereby influencing business decisions.


2. Applicability

“**Employees**” include all permanent, part-time, temporary and contract employees and your families.

“**Gift**” include any item, benefit, gesture (of value or not) to employees and/or your families. Any gift up to the value of Rs. 500/- can be accepted. Gifts include but are not limited to the following:

- bestowal of money;
- any item of value;
- service;
- loan;
- thing or promise;
- payments for travel, entertainment, food etc.;
- Business courtesy offered such as a product discount or rebate in price of anything of value or any other benefit extended.

However, “Gift” does not include any discount or rebate made in the regular course of business and offered to the general public without regard to the employee’s connection with SunSource Energy & S3 Energy.


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3. Policy

- Gifts of upto Rs. 500 can be accepted, anything above the value, that are offered by vendors, suppliers, contractors, customers, potential employees, potential vendors and suppliers, or any other individual or organization, will not be accepted by any employee, at any time, on or off the work premises.
- This policy is supplemental by SunSource Energy & S3 Energy’s code of conduct, ethics, standards, values, and in other SunSource Energy & S3 Energy documents.
- If any employee has questions about and / or needs clarification of any aspect of this policy, the employee should check with your supervisor. If the supervisor is uncertain, the HR Head is the arbiter of the no gift policy to ensure consistent employee treatment across SunSource Energy & S3 Energy.
- In the decision as to whether or not a transaction shall amount to acceptance of gift of any kind/ nature, employees should use good judgment and avoid in all cases any actual conflict of interest or the appearance of any conflict.
- Violation of this policy will subject an employee to disciplinary action, including termination from employment.

4. Process

- SunSource Energy & S3 Energy and its employees would professionally inform vendors, potential vendors and others of this no-gift policy, and the reasons SunSource Energy & S3 Energy has adopted the policy.
- Upon being offered or receiving a gift prohibited by this policy, an employee must notify the gift giver of this policy and graciously decline or return the gift.
- If the gift is anonymous, the recipient must deliver the gift to the HR Head, who will decide its usage/disposal.
- Gifts register would be kept at the reception and all are required to key in the details of gifts received.
- Any personal intended dealings/transaction with any vendor, supplier, contractor, customer, potential employee, potential vendor and supplier, or any other individual or

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organization associated with the company, no matter the value, can be done only after prior written approval from the Management and Head – HR.

5. Revision History

Revision No	Revision Summary	Effective Date
00	Policy Document	February 01, 2019

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