

1. Purpose

The IT & Business Process Association of the Philippines (IBPAP) is committed to uphold the highest standards of ethics and moral values in performing its work and social duty.

The purpose of this policy is to establish a uniform policy relating to acceptance of gifts, including gratuities or rewards. The policy shall provide guidance to IBPAP employees, members, vendors and other stakeholders concerning practices in terms of solicitation and acceptance of gifts and donations.

2. Scope

This Policy shall apply to the IBPAP Board of Trustees, officers, and employees, including contractual employees and consultants of the Association.

3. Definitions

For the purposes of this policy, IBPAP has adopted the following definitions.

3.1 Gift – anything of value that is given to or received from certain persons or organizations with which IBPAP does business or is actively considering doing business with (e.g., vendors, suppliers, members, sponsors).

3.2 Solicitation – act of requesting.

4. Guidelines

4.1 General Rule in Non Solicitation of Gifts

As a general rule, the Association, Board of Trustees, officers, employees and consultants are prohibited to solicit and accept gifts from a person, groups, associations, or juridical entities, whether from public or private sector, at any time, on or off the work premises, in the course of their official duties or in connection with any operation being regulated by IBPAP

The Prohibition shall include, but not limited to:

- a. Honoraria, regardless of amount given as speaker or resource person in seminars or where the Association's officer or employee is participating by reason of his/her office with the Association;
- b. Directly or indirectly, requesting or receiving any gift, present, share, percentage, or commission, in connection with any contract or transaction between the Association and any other party;
- c. Gifts which would be illegal or in violation of law;
- d. Gifts which is being made to influence the member of the Board or officer's actions as such; and
- e. Gifts which could create the appearance of a conflict of interest.

Exceptions to the Prohibition on Acceptance of Gifts

- a. Certificates, plaques, cards, or other written forms of souvenir or mark of courtesy, books, publications, and data and other reading materials, which said materials are given by individuals or organizations that have no pending business with the Association;
- b. Scholarship or fellowship grant, travel grants or expense for travel taking place within or outside of the Philippines of more than nominal value, if such acceptance is appropriate and consistent with the interests of the Association, and permitted by the President and CEO or Chairman of the Board of Trustee;
- c. The Board of Trustees, officers, employees and consultants of IBPAP may accept gifts of nominal value offered. The value of the gift should not be greater than One Thousand Pesos (Php 1,000.00) and it should not be in a form of cash, gift certificate, check or any monetary form;
- d. Any solicitation in relation to the Association's mission will need written approval from the President and CEO.

In cases where it is considered inappropriate to decline or return a gift:

- a. The IBPAP Board of Trustee, officer or employee concerned shall immediately turn over the gift to the Human Resource Department for disposition noted by Department Head concerned indicating the name, office and address of the giver, description of the gift and estimated cost of the gift
- b. The Human Resource Department, upon receipt of turned over gift, shall:
 1. Record the following details in the gift registry and issue an acknowledgement receipt to the employee who turned-over the gift.
 - i. Date/Time of receipt of turned over gift
 - ii. Name, Position and Department of recipient
 - iii. Name, Office and Address of the giver
 - iv. Description of the gift
 - v. Estimated cost of the gift
 2. The Human Resource Department will safe keep all gifts turned over by the employees
 3. Disposal of the turned over gifts subject to approval of President & CEO
 - i. Gifts in kind received that are greater than the nominal value (Php 1,000) will be returned to the sender
 - ii. Cash gifts/donation shall be remitted to IBPAP's identified Corporate Social Responsibility activity
 - iii. Gifts in kind shall be included as raffle prize on the nearest IBPAP event for its employees.

4.2 Public Information

This policy and guidelines shall be shared with IBPAP members, vendors and other stakeholders via the Association's website and corporate email.



**Policy on Solicitation
and Acceptance of Gifts**

Effective Date: 11/14/2016

Revision #:

Page 3 of 3

4.3 Penalties/Sanction

This policy shall serve as a supplement to existing policies, rules or regulations of IBPAP, any violation thereof shall be subject to sanctions up to termination in accordance with the company policy or labor code.

5. Reservation Clause

The Association reserves the right to amend, revise, modify or deviate from the above procedures as required by the nature of its business. Any change or modification should only be made upon written approval of the President and CEO.

6. Effectivity Date

This policy shall take effect on November 14, 2016.

Approved By	Signature	Date
Benedict C. Hernandez President & CEO		