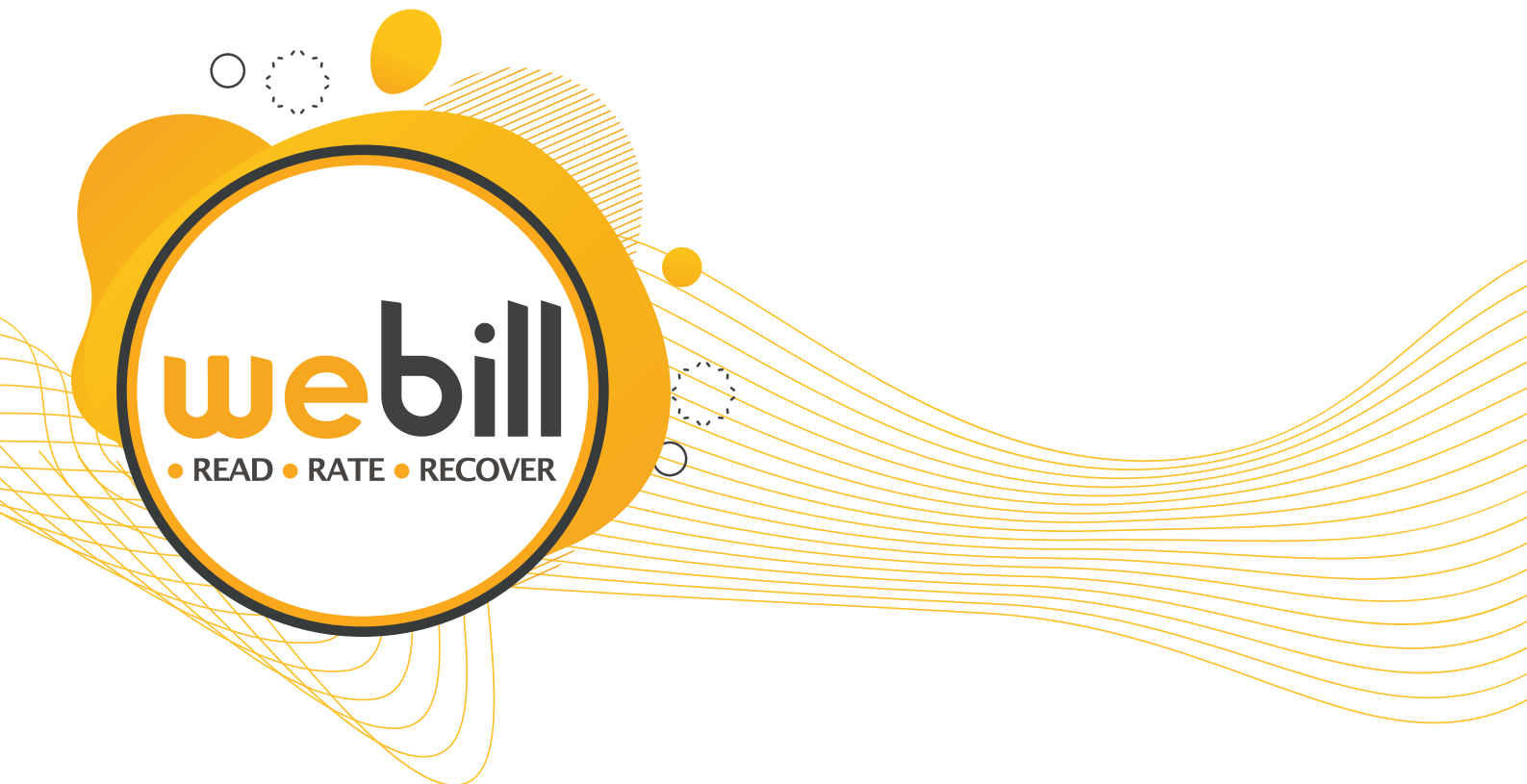



CORPORATE GIFTING POLICY



WEBILL (PTY) LTD	CORPORATE GIFTING - Employees		
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HUMAN RESOURCES POLICY	Issue Date: June 2022		
	Revision Date: N/A		

Approved by: Human Resources Practitioner

Youmesha Padiyachy 

Authorised by: Director

Steven Gottschalk 

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The Human Resources Department is responsible for the distribution of this document.

Additional copies may be obtained from:

Human Resources Department
147 North Reef Road,
Bedfordview,
2008

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Document & Department List:

Number	Type
WEB1	Work Instructions
WEB2	Process/Procedure
WEB3	Policy
WEB4	Form
WEB5	Workflow
WEB6	Undefined

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1.0 Purpose

To ensure that there are guidelines in place regarding the receipt of corporate gifts by employees from customers and suppliers, or from a person doing or seeking to do business with WeBill (Pty) Ltd ("the Company").

2.0 Scope

This procedure applies to all employees of the Company, including permanent, contracted and temporary staff.

3.0 Responsibilities

All employees are responsible for ensuring that the provisions of this policy is adhered to. Divisional Heads are to ensure that all employees are informed of the Company corporate gifting policy.

4.0 Definitions

Permanent employee: An employee who is hired for a position without a pre-determined time limit.

Fixed term contract employee: A temporary employee who has a pre-determined period of employment.

5.0 Process

5.1 Guidelines

5.1.1 In order to ensure proper governance and in accordance with the Company's Code of ethics, no gifts / entertainment / rebates / food related items or other gratuities may be accepted from any provider, customer or person who has business dealings with the Company and/or the Group.

5.1.2 The abovementioned statement applies to all gifts or token of gifts irrespective of the monetary value of the gift or token and includes marketing material such as pens, calendars, desk pads, food items, note books etc.

5.1.3 Should a gift or token as detailed in 5.1.2 be offered to an employee the provider / customer or person must be informed that the Company's Code of Ethics prohibits any form or gift / token or gratuity.

5.1.4 The item be returned to the sender with immediate effect that the employee's direct supervisor be informed of the offer of the gift / token.

5.1.5 Any offer of a gift is to be reported to the Director directly on email at steveng@wonderlandprop.co.za within 24 hours of the offer having been made.

5.1.6 The following declaration is to be used for reporting purposes to the Director:

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6.0 Records

Record	Held by	Kept for not less than	Disposal instructions
Hard & Electronic Copy	Data Department	1 year	Update and Archive
Hard Copy	Sales Department	1 year	Return to Data Dept.

7.0 Revision History

This document will be updated when necessary by distribution of a complete replacement.

A vertical black line in the margin will mark amended or additional parts of revised pages.

The briefing notes will detail any text removal from the document.

Revision	Date	Description of Change	Requested By

8.0 Special safety considerations

Nil

9.0 Appendices

Nil

10.0 References

Nil

11.0 Associated procedures and work instructions

Nil

12.0 Associated forms, posters or cards

Nil