

Section	HUMAN RESOURCES & GENERAL SERVICES	Revision Code	01	Page 1 of 4
Subject	GUIDELINES ON SOLICITATION AND RECEIVING OF GIFTS	Date Documented	01 July 2015	

I. Objective

The business success of our Company is largely dependent on the trust and confidence of the general public. It is therefore important that Company personnel have integrity and practice the highest level of professionalism in all their dealing with clients and the general public.

Along the course of doing business, employees create goodwill or are presented opportunities leading to good relationships with clients, suppliers, and other business-related parties. It is important that such goodwill and relationships are sustained and nurtured yet at the same time kept untarnished by even the slightest taint of unprofessionalism.

The Company recognizes that maintaining good relationships with clients often require the exchange of gifts as tokens of appreciation. However, employees are expected to observe discretion and prudence in receiving gifts or donations whether in cash or in kind and other form of hospitality.

One practice that needs to be rationalized is soliciting and/or receiving gifts/donations/sponsorship/financial assistance during varying occasions/events such as Christmas, New Year, birthdays, Easter, anniversaries, weddings, baptism, parties, funeral wake, graduation, and holidays and especially when there are no special occasions.

II. Policy Statement

The following guidelines shall be followed by PNBGen with regards to soliciting and receiving of Gifts from clients, suppliers and other business-related parties.

1. Soliciting any form of Gifts whether in cash or in kind from clients, suppliers, and other business-related parties is strictly prohibited.
2. Employees may be allowed to receive Gifts whether in cash or in kind from clients, suppliers, and other business-related parties, subject to the following conditions.
 - a. Gifts/donations/sponsorship worth **P2,000 pesos and above** must be reported to HRGSD by accomplishing the **“Gift List Form”**.

The purpose of this List is mainly for documentation purposes and to protect employees from future incidents when the employee’s business actuations are subjected to suspicion. Employees must declare the value of the gift, the giver, and indicate what action was taken (i.e., kept for personal use, donated to charity, given to or shared with co-employees, raffled-off during departmental party, etc.).

- b. Gifts/donations/sponsorship of great value (i.e., those with an estimated value of **more than P5,000**, whether in cash or in kind), must be reported to HRGSD by accomplishing the “Gift List Form” and must be turned-over to HRGSD for donation to any legitimate charitable institution -

Prepared By: ABugarin	Validated & Approved By:	ORIGINAL SIGNED	ORIGINAL SIGNED			
		R. T. Ople HRGSD	F. P. Ramos President			

Section	HUMAN RESOURCES & GENERAL SERVICES	Revision Code	01	Page 2 of 4
Subject	GUIDELINES ON SOLICITATION AND RECEIVING OF GIFTS	Date Documented	01 July 2015	

- The officer/employee may choose his preferred charitable institution to which the gift/donation shall be given;
- The donation to the chosen institution shall be made in the name of the client;
- The client (or giver of gift/donation) shall accordingly be advised that his/her gift was donated to such charitable institution; and
- Gifts in kind turned-over to HRGSD (e.g., jewelry, watch, branded-name hand bags/clothes etc.), shall be referred for auction, so that the cash proceeds can be donated by HRGSD to such charitable institution.

3. Procedures on Reporting/Submission of Gift List Form:

Value of Gift/Donation	Action To Be Taken By Employee	Submission of Gift List Form to HRGSD
<ul style="list-style-type: none"> • Did <u>not</u> receive any Gift/ Donation 	Accomplish the Gift List Form and put a check on the box indicating: <i>“Did Not Receive Any Gift”</i>	within the first week of January of the following year
<ul style="list-style-type: none"> • Less than P2,000 	Accomplish the Gift List Form and put a check on the box indicating: <i>“Gift/Donation is less than P2,000”</i>	within the first week of January of the following year
<ul style="list-style-type: none"> • At least P2,000 	Accomplish the Gift List Form and put a check on the box indicating: <i>“Gift/Donation is at least P2,000”</i> Fill-up the columns for Giver, Description of Gift, Estimated Value and Action Taken.	within two (2) weeks upon receipt of gift/donation.
<ul style="list-style-type: none"> • At least P5,000 	Accomplish the Gift List Form and put a check on the box indicating: <i>“Gift/Donation is at least P2,000”</i> Fill-up the columns for Giver, Description of Gift, Estimated Value and Action Taken. <u>Turn-over gifts worth more than P5,000 to HRGSD</u>	within two (2) weeks upon receipt of gift/donation.

Prepared By: ABugarin	Validated & Approved By:	ORIGINAL SIGNED	ORIGINAL SIGNED		
		R. T. Ople HRGSD	F. P. Ramos President		

Section	HUMAN RESOURCES & GENERAL SERVICES	Revision Code	01	Page 3 of 4
Subject	GUIDELINES ON SOLICITATION AND RECEIVING OF GIFTS	Date Documented	01 July 2015	

4. Personal gifts from friends and other parties with no direct business relationship with the individual employees or from officemates without reporting relationship are excluded from this policy. These gifts should not be declared in the Gift List Form.
5. To instill professionalism, superiors/bosses are encouraged to return or decline gifts from subordinates with value of more than **P2,000**.

Prepared By: ABugarin	Validated & Approved By:	ORIGINAL SIGNED	ORIGINAL SIGNED			
		R. T. Ople HRGSD	F. P. Ramos President			

