

POLICY AND GUIDELINES: FAA GIFT AND SPONSORSHIP

FAA-CMU-GLD-05FGS-1.0

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TITLE Policy: Policy and Guideline on Gifts and Sponsorship	Division / Unit	Corporate Communication
	Document No.	FAA-CMU-GDL-05FGS-1.0
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ABBREVIATIONS & GLOSSARY

Third Party

Refers to a person or company.

Employee

Refers to FAA employees both permanent and contractual.

HR

Refers to Human Resources.

FAA

Refers to the Finance Accreditation Agency.

Non-Compliance

Refers to non-conformance with a requirement of the company's policy and guideline of FAA's Gift and Sponsorship.



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GENERAL

1.0 FAA Gift Policy

1.1 Definition of Gift

A gift means an item or service given willingly to a third party without payment.

1.2 Application

The Policy applies to all employees of FAA, regardless of designation, as well as third parties acting on behalf of FAA including trainers and assessors.

1.3 Providing gifts

- Gifts should be taken from existing collateral
- No other gifts allowed (unless prior CEO's approval is obtained)

1.4 Receiving gifts

FAA does not tolerate any corruption and/or fraudulent practices. Therefore, it is the employee's responsibility to exercise judgement and reject any forms of gift or inducement which may lead to bribery, graft, etc.

All gifts received from third party (with an estimated value of over RM100) would need to be declared by staff. Staff would need to declare using the form as attached.

2.0 Sponsorship

2.1 Sponsorship Contributions

Reasonable sponsorship contributions by suppliers for seasonal celebrations or other types of annual parties or one-off events may be considered acceptable provided it is reasonable, proportionate, not a restricted practice and received/given in the furtherance of a normal business relationship and the following conditions have been met: Any proposals or solicitations of sponsorship opportunities must be transparent and be approved by the CEO and/or the Leadership Committee.

2.2 Sponsorship Solicitation

If a group of current suppliers are invited to sponsor, fixed rates must be made available to all potential equivalent sponsors where possible. The sponsor contribution solicited should be an insignificant proportion of the overall contract spend with that supplier. Sponsorship should not be solicited when the supplier is in a tender process where the sponsorship solicited is of a nature or value or solicited in a context that could be seen as an inducement to FAA to choose that supplier; and/or where the other tenderers have not been given the same opportunity to sponsor at the same rates as the sponsor and those rates should be published and transparent. In the event that a

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sponsor is chosen, the nature of the commercial relationship between sponsor and FAA must be transparent and clear.

Sponsors and FAA should agree in writing that the sponsorship agreement is separate to and does not influence other business transactions and that the sponsor is not under an obligation to confer any business advantage to FAA by supplying the sponsorship, and that the recipient's independence will not be affected by the sponsorship.

