

## iPloy Gift Policy

The aim of this policy is to establish a uniformity relating to the acceptance of gifts, including gratuities and rewards. This policy applies to employees of the company. Employees include all permanent, part-time, temporary and probationary status.

“Gift” means any bestowal of money, any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments for travel, entertainment and food are also considered as gifts.

Employees are required NOT to solicit or accept for personal benefit directly or indirectly any gift from any employee/s or company that is seeking to conduct or is currently conducting business with the Company. Any gift with a substantial monetary value of more than Php200 should be returned to the giver.

Any violations will be subject to the iPloy Code of Conduct and Discipline. Infractions for this policy is tagged under Level 2 offense and follow these progression:

- a. 1<sup>st</sup> Instance – Written Warning
- b. 2<sup>nd</sup> Instance- Final Written Warning
- c. 3<sup>rd</sup> Instance- Dismissal

If in doubt, employees should with management on the appropriateness of any gift exchange.

### Employee Acknowledgement

I have read, understand and agree to comply with the foregoing policies, rules and conditions governing the iPloy Gift Policy.

Name: Marie Joy Abanto D'Lonsod

Signature:  Date: 10/8/2020