



# GIFT POLICY



HUMAN CAPITAL DIVISION

## MCMC NO GIFT POLICY

MCMC is committed in achieving a high standard of integrity and trust in the conduct of its business and operations. Therefore, **'NO GIFT POLICY'** was implemented since 2015 which **prohibits MCMC employees from receiving any forms of gifts or benefits from external parties.**



Cash and vouchers



Flowers, chocolate, hamper



Souvenirs other than corporate souvenirs



Entertainment (lunch, dinner, theatre, concert)



Travel expenses (flight subsidy, accommodation)

# MCMC NO GIFT POLICY- ENTERTAINMENT

## Section 11 of MCMC Disciplinary Regulations 2007 stated that:

11. An employee may give to or accept from any person any kind of entertainment if-
- (a) The entertainment does not in any manner influence the performance of his duties as an employee of the Commission in the interest of that person; and
  - (b) The giving or acceptance of such entertainment is not in any way inconsistent with regulation 5 of MCMC Disciplinary Regulations 2007.

### Examples of prohibited entertainment:



Contractor celebrates the newly promoted MCMC staff with grand dinner



Vendor treats MCMC staff for lunch upon completion of the project



Licensee provides souvenirs to MCMC staff to expedite renewal of licenses



## MCMC'S STAND PERTAINING TO GIFTS



- While performing official duties at an official event, it is sometimes difficult for MCMC officer to refuse the gifts as it may indirectly embarrass the giver.
- In this situation, MCMC officers are required to **declare the gifts** to Integrity and Employee Relations by filling up the related form (Gifts above RM100 may need approval from the respective HoD)



MCMC officers are allowed to receive **honorarium** from the organizers as a token for giving talks or input in a focus group.



MCMC does not practice giving of gifts to visitors, program participants and special guests involved in MCMC official ceremonies. The gifts to external parties are however limited to **MCMC publications** for special guests and **MCMC notebook and pen** for program participants.



Receptionist at Headquarters and State Offices MCMC plays a vital role in **rejecting any gifts** received from external parties at any time especially during the festive season without having to refer to the recipient.



MCMC staff are allowed to attend **Open House during Festive Season** organized by Industry players if the event is held openly and also attended by other external guests, not specifically for MCMC staff only.