



GIFT POLICY

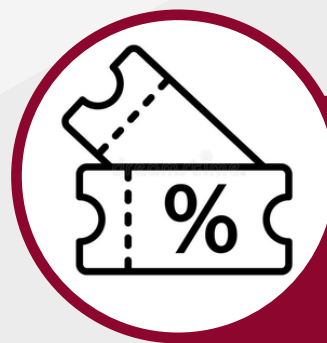


HUMAN CAPITAL DIVISION

MCMC GIFT POLICY

MCMC is committed in achieving a high standard of integrity and trust in the conduct of its business and operations. MCMC prohibits its employees from receiving any forms of gifts or benefits from external parties.

However, in the event receiving gift is unavoidable, self-declaration via declare.mcmc.gov.my is compulsory, failure of which may result to disciplinary action be initiated towards the employees by virtue of Peraturan-Peraturan Tatatertib SKMM 2007.



Cash & Vouchers



General gifts



Souvenirs other than corporate souvenirs



Entertainment



Travel expenses



MCMC DISCIPLINARY REGULATIONS 2007



REGULATIONS 10

- An employee or any of their spouses shall not receive or give any presents and is in any way connected directly or indirectly with their official duties.
- If the circumstances makes it difficult to refuse the present, the employee may formally accept it by submitting a written report to their Head of Division containing the full description and the estimated value of the present and the circumstances under which it was received.

REGULATIONS 11

- An employee may give or accept any kind of entertainment if:-
 - the entertainment does not influence the performance of his duties;
 - it is not inconsistent with Regulation 5.

MCMC STAND PERTAINING TO GIFTS



In circumstances that it is difficult to refuse a present while conducting their official duties, MCMC officer may accept the gift through declaring the gifts via e-declare system- declare.mcmc.gov.my.

MCMC Officers are allowed to receive honorarium from the organizers as a token of appreciation for giving talks or inputs in a focus group or workshops.



In MCMC's official ceremonies, doorgifts and token by MCMC is only limited to MCMC publications for special guests and MCMC notebook and pens with MCMC logo for program participants.



During festive season, MCMC Officers are not allowed to receive any gifts from external parties, this includes hampers, fruit baskets, biscuits (*kuih raya*), dates (*kurma*), etc.

MCMC Officers are allowed to receive invitation to Open Houses during festive seasons organized by the industry players, provided that the event is held openly and also attended by other external guests.



MCMC Staff is required to report to Integrity & Industrial Relations Department, for any bribery crime if they were offered or was given bribe. Failure to do so may cause fine not more than RM 100,000 or jail not more than 10 years or both.