



## **“NO GIFT” POLICY**

**RM LEOPAD** is committed to conduct our business in the highest standard of integrity and good governance.

We practise a “No Gift Policy” whereby our employees are prohibited from exchanging gifts in any form or dealings with third parties such as stakeholders, partners, vendors, and the general public. However, there are certain exceptions to the general rule whereby the receiving and provision of gifts are permitted as stated in the **Gift, Hospitality, Donations and Other Benefits Procedure** (*Exceptions to “No Gift” Policy*).

This policy helps us to maintain ethical work and business relationship, and to avoid any conflict of interest.

This policy is based on **Gift, Hospitality, Donations and Other Benefits Procedure – RML-OP-IMS-041** and it is compulsory to be understood by all employees.

**Approved by,**

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**MUNIANDY RAMAMIRTHAM**  
**BOARD OF DIRECTORS (BOD)**  
**13<sup>TH</sup> FEBRUARY 2023**