

Reviewing the Gift Acceptance Form for Gifts to Employees

- 1) The Heads in considering the application in the Gift Acceptance Form for gifts to employees shall take into consideration the following matters: -
 - a. Gifts received is given by the giver free of charge without any conditions and obligations. The giver does not have any interest in MICTH.
 - b. Gift is given by a giver voluntarily and not at the request of the relevant MICTH employee.
 - c. The relationship of the employee with the gift giver, especially regarding tasks and authorities of the employee.
 - d. The frequency of that employee receives gift.
 - e. Interest of MICTH as a whole.
- 2) Heads may refer to the Legal and Integrity Unit in making an approval in the Gift Acceptance Form.
- 3) Heads are required to send a copy of the Gift Acceptance Form to the Legal and Integrity Unit upon making a decision and inform the employee the decision made in the Gift Acceptance Form.