

DAL GROUP
ACCEPTANCE OF PERSONAL GIFTS POLICY

2017

1.0 POLICY

It is essential that the professional duties, responsibilities, and work activity conducted by DAL GROUP employees incorporate consistent ethical standards and reflect the commitment to secure and maintain a high degree of trust.

DAL GROUP employees are requested to avoid any influence in the performance of their duties. This includes decisions made with regard to purchasing goods; commodities or services; awarding contracts; selecting vendors and contractors; and the recruitment-of-staff.

2.0 PROCEDURES

- a) Whenever a vendor offers to give an employee a personal gift of any kind, the employee should politely decline the offer.
- b) All business gifts other than items of token value (such as pens, diaries and calendars and promotional materials) should generally be refused.
- c) Employees should not accept any gifts from individuals or organizations with whom they have contact in the course of their work as an inducement or kickback to do or not do something in their official capacity.
- d) Gifts of promotional items without significant value that are routinely distributed by vendors are acceptable.
- e) Ordinary business courtesies, such as payment for a lunch or dinner, are also acceptable.
- f) Gifts of money, whatever the amount, cannot be accepted at any time, and should be returned immediately.

*Sanctioned and Approved by
the Board of Directors
this Day of 15th March 2017.*



Osama Daoud Abdellatif
Chairman of Board of Directors
DAL Group