



TAB

CORPORATE ENTERTAINMENT
AND BRIBERY POLICY

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Objective

TAB India is committed to conduct its business and operations in a fair, honest and ethical manner. The company takes a 'zero-tolerance' approach to bribery and malpractices and is committed to acting professionally and with absolute integrity in all its relationships and business transactions.

Scope and Applicability

This policy extends to giving and receiving gifts or favors with the intent to influence the outcome of any business or professional transactions; and to all instances of corporate entertainment and hospitality and giving and accepting reasonable business gifts. The policy applies to all employees of TAB India, including contract employees, apprentices, third party vendors and business partners unless specified otherwise.

General Guidelines

- 1) The company follows a strict policy of not engaging in any act that could possibly be construed as giving or receiving a bribe, especially when dealing with government officials. Bribery maybe defined as an act of giving money or gift giving that influences the behavior of the recipient. It also extends to the act of offering or soliciting a bribe or gift with the intent to induce the outcome of the transaction. It is imperative that all employees of TAB India, its agents and contractors are made aware of the directives of this policy and that they act in accordance to it at all times.
- 2) Bribe: Any offer or solicitation of cash in exchange of regular services or with the intent to induce the outcome of a professional transaction is defined as a bribe. All TAB India employees should never solicit or give bribes to any individual in any capacity for any professional transactions.
- 3) Gifts: Gift should be avoided to the extent possible if accepted if the value is more than 500 then it should be accepted by the HR Department.
- 4) Favors: TAB India employees are not to give or receive any favors from any individual or organization during any business or professional transactions. This extends to all instances of the intent of quid pro quo in business transactions.
 - i) Unless otherwise specified, TAB India has fixed the reasonable value of any gift or meal or any other such corporate entertainment provisions at 1000 INR.

Administration and Compliance

The responsibility of implementation and adherence of the policy lies solely with the HR department of TAB India. If any employee suspects or is aware of a deviation of the policy or is aware of an unlawful or unethical situation; he/she is expected to immediately report it to the HR department.