

# Gifts, Hospitality, and Expenses Document Format

## Anti-Bribery Policy

### Employee Details

Name	
Department	
Position	
Date of Submission	

### Details of Gift/Hospitality/Expense

Type (Gift/Hospitality/Expense)	
Date Received/Offered	
Description	
Provider/Recipient Name & Organisation	
Estimated Value	
Purpose/Reason	
Was this approved in advance?	
Name/Position of Approver	

### Declaration

I hereby declare that the information provided is accurate and complete to the best of my knowledge, and the acceptance/offering of the gift, hospitality, or expense complies with the company's Anti-Bribery Policy.

---

Employee Signature / Date

---

Approver Signature / Date

### Important Notes

- All gifts, hospitality, and expenses must be reported and approved in accordance with the Anti-Bribery Policy.
- Do not accept or offer any item of value that could be perceived as an attempt to improperly influence a business decision.

- Complete this form promptly and provide supporting documents if requested.
- Failure to report may result in disciplinary action, including termination.
- If in doubt, seek advice from your line manager or the Compliance Officer.