



Procedures on Receiving/Giving a Gift or Award

This procedure is part of the Anti-Corruption Policy

Asia Hotel PCL has operated the business under the good supervision by adhering to the good governance principle and business code of conduct, with social responsibility, environment and the stakeholders from all partisans. It uses the strategy in the business competition with fairness, best product quality and service. Moreover, the company still has determination in the opposition to corruption in all forms. It also designates its directors, employees, including the relevant persons on its business, which it has the power in the control to comply with the policy on anti-corruption strictly.

Nonetheless, it has communication and public relations to create knowledge and understanding to the relevant persons not to demand or allow receiving money, things or any benefits from the vested interests. It includes not doing or making anything that can be considered as such and shall not demand, Implement or accept a bribe for the benefit of the company or self or subordinate as specified in the policy on supervision of the company business and has been practiced all along.

Procedure on Receiving a Gift or Award

Definition

A gift or award or other benefits are anything other than non-monetary things given to each other at the various opportunities for etiquette or friendship or reward or affection or remuneration or at the various occasions normally according to the tradition or culture or according to the social practice. For instance, the New Year gift, birthday gift, gift given on the occasion of taking a new position and for the retirement date, etc.

Taking Money or Reciprocal benefit

The directors, management and employees shall not accept money or any rewarding benefit personally from the customers or anyone due to working in the name of Asia Hotel.

Taking a Gift/Reward

The directors, management and employees shall avoid accepting a gift in money and in kind from the trade partners or from those involved with the business of Asia Hotel except during the festivals or a tradition. They shall report to the superiors in the hierarchical command and notify the third parties, shops and companies or trade partners to deliver them to the specified point, and shall prepare a report on receiving a gift/reward or other benefits.

The Gifts/Rewards according to the Procedure of the Company that can be accepted

1. Things that are not money.
2. Things with the maximum value of 2,000 baht from the same source.
3. Things prepared for sales promotion and stamped with the logo of such the company, e.g. a pen, hat, T-shirt.
4. Things made for giving away/during the festivals, e.g. a calendar, organizer book, gift basket.
5. Other special benefits that the company shall receive for sales promotion, but it shall comply with the guidelines on sales promotion specified by the company and approved by the management.



Rules on Giving Away a Gift

The company has no policy to give away a gift or special benefits in the various forms, e.g. the cost of reception service, various expenses for the customers, trade partners, outside agencies or anyone to acquire the business except the business entertainment according to the tradition or giving a trade discount and its project sales promotion. It includes not giving a gift or award with a value directly and indirectly to the governmental authorities to secure a business except in accordance with the festival or tradition the same as giving to the customers of the company.

It has provided the gifts during a festival and according to the tradition to its customers and trade partners or contacting authorities with the clear guidelines on each festival.

It has designated a trade discount clearly for its customers and trade partners or governmental authorities in contact. Nevertheless, such the given present, award or trade discount shall be considered being for the fair business competition and not exploiting its competitors.



Appendix 1

Reporting a Gift or Award Receiving Form

Date _____ gift or award with the maximum value of 2,000.00 baht with the value in excess of 2,000.00 baht, having the gift details: _____

Date of receipt: _____ Approximate gift value _____

Received from: _____

Characteristics of relations with the business: _____

The department has received the gift or reward with the value not exceeding 2,000.00 baht shall implement as follows:

Sharing among division employees Sharing among our employees Others _____

Name of Gift Receiver		Signature of the Superior		Personnel Department	
Title:		Title:		Title:	
Date:		Date:		Date:	

Receiving a gift or reward with the value exceeding 2,000.00 baht (send the gift with a report to the personnel department)

The personnel department receives a gift in excess of 2,000 baht and has implemented on it by,

Use as a gift to the employees on the date of _____

Donation for a charity (please state the name of the donated agency) _____

Others, please state _____

Name of Gift Receiver		Signature of the Superior		Personnel Department	
Title:		Title:		Title:	
Date:		Date:		Date:	

Please keep a copy and submit the original to the personnel department



Report on Giving a Gift or Award Form

Date.....

Dear.....

I.....Division.....

I would like to record the given present or award with the following details:

Receiver of the gift or award by the name –surname.....

Unit/Address.....

Telephone number.....

(In case there is more than one person, please attach a supplemental document)

List of the gifts/awards:-

- 1. Large gift basket numbering.....unit(s)
- 2. Medium gift basket numbering.....unit(s)
- 3. Small gift basket numbering.....unit(s)
- 4. Silk box (L) numbering.....unit(s)
- 5. Cake..... numberingpound(s)
- 6. Others, state.....

The purpose of giving the gift(s)/award(s)

- Introduction to the company Customer visit
- Festival (state)..... Others

(state).....

With the supplemental documents as follows:.....

I would like to receive the above gift/award on the date of.....

Name of Gift Receiver		Signature of the Superior	Personnel Department
Title:		Title:	Title:
Department		Date:	Date:
Date:			

Original copy: Division of the recorder

Copy: Food and Beverage Department, 2. Accounting Department