

Gifts & Hospitality – Guidelines

These guidelines were developed to ensure fairness and consistency across the Company.

Member / Business Relationships

Our relationship with suppliers, contractors and business partners / contacts should be established and conducted on a clear and fair basis.

Initial supplier selection and subsequent decision making regarding sourcing, price, service levels etc should be based on fair, transparent, objective analysis and authorisation.

Receipt of hospitality or gifts potentially places members in situations where future judgements may be influenced or be perceived to be affected.

Equally, receipt of perceived preferential treatment or opportunity for some members compared to others may be viewed as unfair, and does not contribute to positive teamwork.

With this in mind, we have a responsibility to protect members from potentially inappropriate or awkward situations in the future and supplier hospitality and gifts need to be carefully managed within a professional business context.

Guidelines

The refusal of smaller gifts may offend our business contacts and therefore it is acceptable to accept some smaller gifts and hospitality if within a business context as long as it is a normal and appropriate expression of business courtesy.

Gifts and hospitality can only be accepted in line with the following guidelines:

Acceptable Items

Item	Value	Examples	Notification
Gifts	Less than £50	<ul style="list-style-type: none"> ~ Bottles of alcohol ~ Chocolates, biscuits / cakes ~ Diaries ~ Stationery ~ Flowers <p><i>Note: not multiples of each</i></p>	<p>Senior Manager should be <u>informed</u> of the gift offered / accepted.</p> <p>Normally it would be good practice to share amongst the team / department.</p>
	More than £50	→	<p>Requires <u>written</u> approval of GM (or line supervisor in the case of gift offered to GM or above).</p>
Hospitality	Less than £50	<p>Meals in a relevant business context and where business to be discussed, e.g. whilst on supplier visit, invitation to a supplier-hosted event, attending a sporting event. (No transport or overnight accommodation).</p>	<p>Senior Manager to authorise in advance, in <u>writing</u>.</p>
	More than £50	→	<p>Requires <u>written</u> approval of GM (or line supervisor in the case of gift offered to GM or above).</p>

Updated: November 2017

Note: In the case of sporting events, the value of the gift is determined by the face value on the ticket.

Unacceptable Items

The following items are never acceptable:

- Transport (such as air or train tickets).
- Overnight accommodation.
- Money / cash or the equivalent.

All such gifts should be politely refused.

Further Information

In case of doubt contact the Corporate Planning department on extension 3615 for further guidance.

Toyota Motor Manufacturing (UK) Ltd Gifts & Hospitality Approval / Decline Form

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	More than £50	—————→	

The following section is to be completed and a copy to be retained by all signatures before a gift of more than £50 or any hospitality is to be accepted by a member.

Details & estimated value of gift / hospitality offered: _____

Date gift / hospitality offered: _____

Who the gift / hospitality has been offered to within TMUK: _____

Who has offered the gift / hospitality & their relationship to Toyota: _____

Who will be accepting the gift / hospitality & why: _____

If a hospitality event, will any public officials be present? If yes, who? _____

Is the timing of the gift / hospitality around contract negotiations? Yes or no? _____

The gift / hospitality is considered to be a normal & appropriate expression of business courtesy & will be accepted.

Signed & dated by the member: _____

Signed & dated by the Senior Manager (for hospitality <£50): _____

Signed & dated by the General Manager & above (for gifts & hospitality >£50): _____

If the gift / hospitality is being declined, please explain the rationale why: _____

Sign & dated: _____

Approve

Decline