

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

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 | ~ Bottles of alcohol ~ Chocolates, biscuits / cakes ~ Diaries ~ Stationery ~ Flowers <i>Note: not multiples of each</i> | Senior Manager should be <u>informed</u> of the gift offered / accepted. Normally it would be good practice to share amongst the team / department. |
| | More than £50 | —————→ | Requires <u>written</u> approval of GM (or line supervisor in the case of gift offered to GM or above). |
| Hospitality | Less than £50 | 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). | Senior Manager to authorise in advance, in <u>writing</u>. |
| | More than £50 | —————→ | Requires <u>written</u> approval of GM (or line supervisor in the case of gift offered to GM or above). |

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