



ENOSM NO-GIFT POLICY

Employees shall not solicit or accept for personal benefit directly or indirectly any gift, loan, discount or any item of substantial monetary value from any person or company that is seeking to conduct or is currently conducting business with the Company. Employees should consult with the management on the appropriateness of any gift exchange.

This policy governs the gifts that are exchanged, gifted, or received by the employees of the organization. It is applicable to gifts within the organization as well as between professional connections made on behalf of the organization.

The purpose of this policy is to establish uniformity in the gifting culture within the organization and restrict any conflicts of interest.

Scope

This policy is applicable to all permanent, temporary, or contractual employees of the company.

Policy

Under this policy, the company strictly prohibits soliciting any gifts or favors from any employees, associates or agencies and their representatives; with whom he deals on an official basis.

Employees should make sure that any such gift or favor does not lead to an unfair change of preferences or conflict of interest.

Procedure

On receiving any gift, the employee shall politely request the giver to take it back.

In such a case where it is impractical or discourteous to return the gift, the employee may declare and surrender the gift to the Administration Dept as soon as possible.

Administration Dept shall register the gift and share it during the annual lucky draw exercise.

Treatment Of Food Items Received As Gifts

Any gift received that is edible in nature to be pass on to Administration Dept for registration and shared amongst all the employees. In the case of perishable food items, it should be shared by the employees present during that time.

Capt. Kimiro Nagagata
Managing Director
24 October 2023