



GIFT MANAGEMENT POLICY

CONTENTS

1.	INTRODUCTION.....	3
2.	OBJECTIVE.....	3
3.	SCOPE.....	3
4.	DEFINITION.....	4
5.	POLICY STATEMENT.....	6
6.	PROHIBITION OF ACCEPTANCE AND GIVING OF GIFTS IN CONNECTION WITH OFFICIAL DUTIES.....	7
7.	ACCEPTANCE IS DIFFICULT TO REFUSE.....	7
8.	ACCEPTANCE OF GIFTS NOT RELATED TO OFFICIAL DUTIES.....	8
9.	PERMITTED ACCEPTANCE OF GIFTS.....	8
10.	ACCEPTANCE OF GIFTS THAT CONSTITUTE AN OFFENCE.....	8
11.	DECISION OF THE HEAD OF THE OFFICE.....	9
12.	RECEIVING AND PROVIDING ENTERTAINMENT.....	10
13.	ACCEPTANCE AND GIVING OF GIFTS BY THE OFFICE.....	10
14.	CONTRIBUTION FOR DISASTER VICTIMS OR THOSE IN NEED.....	12
15.	APPLICATION AND ACCEPTANCE OF DONATIONS BY SPORTS AND CHARITY CLUB 13	
16.	CONTRIBUTION TO THE ASSOCIATION JOINED BY OFFICERS.....	13
17.	CHARITABLE COLLECTION.....	14
18.	SPONSORSHIP FROM EXTERNAL PARTIES FOR THE PURPOSE OF ATTENDING CONFERENCES, COURSES, RESEARCH, AND ETC.....	14
19.	EXPRESSION OF APPRECIATION OR CONDOLENCE TO IWK MEMBERS.....	15
20.	PREVENTIVE MEASURES.....	15
21.	RESPONSIBILITIES OF OFFICE HEADS.....	15
22.	COMPLIANCE.....	16
23.	ENQUIRIES AND REPORTING.....	16
24.	CONCLUSION.....	16
	REFERENCES.....	17
	APPENDICES.....	17
	APPENDIX 1.....	18
	APPENDIX 2.....	19

1. INTRODUCTION

As a service provider organization, Indah Water Konsortium Sdn Bhd (“IWK”) is proud of the relationships we have with our customers, vendors and suppliers who deal with us, and the difference we build together to create a more meaningful experience for the general public. One of our core values is 'Integrity' and this important core value is applied in every aspect of our business. We are committed to being honest, ethical and behaving with integrity in the workplace. In doing business, we will not engage in any improper perception.

IWK's service and devotion while delivering sewerage services received appreciation and praise through the deposit and consolation that became a cultural practice in a society that is difficult to contain without control. However, it is difficult to translate the true intention behind the practice when the gift is followed by certain interests that can affect the business. This is likely to lead to abuse of power which can be interpreted as corruption and result in the integrity and image of IWK being compromised.

This policy is subject to any changes announced by the ministry or the IWK regulator, whether in the form of a Prime Minister's directive, circular or equivalent.

2. OBJECTIVE

The establishment of this Policy is as a reference on the management of receiving and giving gifts with the intention of not taking advantage by giving or receiving gifts from any customer, supplier, potential supplier or any individual who may influence IWK's business decisions or transactions, whether as an organization or individual. We will not tolerate any form of corruption.

3. SCOPE

This policy applies to all IWK residents, stake holders, business partners or any individual / organization that deals with IWK residents / facilities. This policy should also be used as a guide for receiving and giving gifts.

4. DEFINITION

Gift include but not limited to the following:

Cash	Free Fare
Movable property and immovable property	Shares
Vehicle	Lottery ticket
Ease of travel	Entertainment
Services	Discount
Club membership	Commission
Hamper	Decorative items
Sponsorship	Contribution
Jewellery	Any gift
Souvenirs	Goods that can exchange value such as gold, diamonds etc

Any thing or service that has a monetary value or can be considered as a reward or inducement when dealing in business matters given to or received by the officer and any person subject to Section 3, Malaysian Anti-Corruption Commission Act 2009 (Act 694) on his behalf from any person, with no consideration (without consideration) or a consideration known to the officer to be inadequate or insufficient.

The form, amount or value of the gift does not match

The present value of the gift shall be the value agreed upon by the Board of Directors. The form, amount or value of the gift does not match if the value at the time the gift is received is valued (in monetary terms) exceeds $\frac{1}{4}$ of the monthly emolument or exceeds RM500.00, whichever is lower.

The form, amount or value of the matching gift

The present value of the gift shall be the value agreed upon by the Board of Directors. The form, amount or value of the matching gift is the value at the time the gift is received, the value (in money) less $\frac{1}{4}$ emolument or RM500.00, whichever is lower.

The form, amount or value of matching or non-matching gifts for receipts unrelated to official duties

Based on the current value of the gift, "occasion" and the purpose or meaning of the gift.

IWK Employees

Officer and employee who serves at IWK whether through permanent appointment, temporary, trainee, loan, contract or part-time including political appointment.

IWK Employees also includes the Chairman, Board of Directors, Chief Executive Officer, Chief Operating Officer, Head of Departments and Head of Operations or Companies under IWK.

Third party

Contractors, vendors, suppliers, organizations, associations or any party dealing with IWK.

Office

Any office in IWK including the Head Office, Regional Operation Office, Capital Works Regional Office, Desludging Regional Office, Certifying Agency, Land Unit and other offices under IWK.

Pegawai Pengawal

Pegawai Pengawal is an officer appointed by the Minister of Finance, the Chief Minister or the *Menteri Besar* under Section 15A of the *Akta Tatacara Kewangan 1957 [Akta 61]*. For IWK, *Pegawai Pengawal* refers to the Chief Executive Officer.

Head of Office

An officer responsible for a particular office and includes any officer duly authorized in writing by the officer in charge of that office to act on their behalf.

Association

Any club, organization, foundation, body, or union registered under the relevant laws.

Those in Need

Individuals or a group of less fortunate people such as the homeless, recipients of charity, the impoverished, orphans and the like.

Disaster

An event that causes disruption to community activities and national affairs, involving loss of life, property damage, economic loss or environmental destruction beyond the community's ability to cope and requiring extensive resource mobilization. Examples include floods, landslides or storms.

Reception

A banquet to honor and welcome guests.

Sponsorship

Something sponsored, including financing facilities, registration fees, travel expenses, accommodation, food and beverage expenses and any other related facilities/expenses for official purposes such as courses, studies, training, workshops, seminars, visits, inspections, studies, research, department program organization and conferences whether within or outside the country. This sponsorship does not include "Tasks Abroad Related to Company Acquisition" under the Procurement Manual.

5. POLICY STATEMENT

IWK members are prohibited from:

- accepting or giving any gifts; or
- any other person receives or gives on his behalf any gift either directly or indirectly in connection with his official duties; and / or
- the form, amount or value of the gift does not match the purpose of the gift.

6. PROHIBITION OF ACCEPTANCE AND GIVING OF GIFTS IN CONNECTION WITH OFFICIAL DUTIES

IWK members are prohibited from accepting or giving any gifts if:

- related to his official duties; and/or
- the form, amount and value of the gift do not match the purpose of the gift

7. ACCEPTANCE IS DIFFICULT TO REFUSE

If in certain circumstances the rejection of a gift that is related to official duties, will humiliate the giver of the gift or affect the professional relationship, IWK members may accept the gift and must report in writing to the respective Head of Office for approval.

However, in order to facilitate administrative affairs, IWK members can report in writing to their respective Heads of Office (without the need for approval) if the gift is given:

- the value is less than RM300.00;
- in the form of a badge (plaque) or pennant or handicraft items produced by the organization itself or printed materials related to the organization for the purpose of promotion; and
- perishable and non-durable items.
- the organizer presents gifts or souvenirs to employees spontaneously while attending or carrying out official duties such as participating in inaugurations or official visits at international, national, state, district or village levels.
- local community leaders or residents offer fruits, vegetables, flowers, food items, handmade products and the like as tokens of appreciation to officials.
- receiving gifts while attending invitations in the capacity of the held position.

8. ACCEPTANCE OF GIFTS NOT RELATED TO OFFICIAL DUTIES

For receiving gifts that are not related to official duties and do not match the purpose of the gift value of gifts whose value (in the form of money) exceeds $\frac{1}{4}$ of the monthly emolument or exceeds RM500.00, IWK members must report in writing to their respective Head of Office for approval.

9. PERMITTED ACCEPTANCE OF GIFTS

For the acceptance of gifts that are not related to official duties, IWK members may accept gifts and do not need to report to their respective Heads of Office for approval in the following circumstances:

- the form, amount or value of the corresponding gift;
- value of gifts less $\frac{1}{4}$ emolument or RM500.00; or
- the form, amount or value of the gift does not match, in the event of receiving a gift as follows:
 - receiving gifts from colleagues in conjunction with retirement, exchange, engagement and marriage of officers;
 - receiving gifts from the wife / husband, children including children in law or legally adopted children, mother / father including mother and father-in-law, and siblings including the wife / husband's side;
 - receiving gifts from relatives and friends in conjunction with birthdays, engagements and weddings of officers or children, or any other ceremony related to customs and religion; or
 - acceptance of perishable and non-durable gifts.

Acceptance of a gift in doubt, whether the form, amount or value of the gift matches or does not match; can cause problems related to his responsibilities as an officer; or may raise suspicion for himself or others; then IWK members can report in writing to their respective Heads of Office.

10. ACCEPTANCE OF GIFTS THAT CONSTITUTE AN OFFENCE

Acceptance of a gift, whether in the form, amount or value of a matching or non-matching gift, is an offense under the law if the acceptance is in the following

circumstances:

- the gift was accepted or requested by way of or with the intention of bribery that it is an inducement or reward to the official to do or not do, or for having done or not doing an act related to his principal affairs or in the performance of his official duties;
- the person who gave the gift has a relationship with the official duties of the official himself or with the official duties of an official under whom he works and the giving and receiving was not done in good faith (not in good faith) but rather it was done with criminal intent (mens rea)); or
- the gift is received with criminal intent (mens rea) from a person, who the officer knows has been or is or may be involved in any business that has been conducted or will be conducted by the officer.

11. DECISION OF THE HEAD OF THE OFFICE

The Head of Office when considering the gift acceptance report, should take into account the following criteria:

- ensure that the acceptance of the gift is permitted under the current applicable laws and regulations;
- the acceptance of the gift does not give rise to suspicion that the official has used his official position or authority to obtain the gift;
- the frequency with which officials receive gifts;
- the relationship between the officer and the gift giver especially regarding his duties and powers; and
- the interests of the organization as a whole.

The Head of Office after considering the criteria, can make the following decision:

- allow officials to accept gifts;
- order the officer to return the gift to the giver;
- stored/ used by the respective Office; or
- take other appropriate actions and reasonably, for example the gift is donated to a charitable organization.

Head of Office may request an explanation from an employee if he/ she has any doubts or concerns regarding the receipt of any gifts by the employee.

12. RECEIVING AND PROVIDING ENTERTAINMENT

IWK members may receive or give any type of entertainment from or to any person if:

- The entertainment does not in any way affect the performance of duties as an officer for the benefit of that person; and
- The entertainment is not in any way inconsistent with the code of conduct under the current applicable laws and regulations.

However, IWK members should pay serious attention to the following matters:

- the reception and provision of entertainment does not at all affect the authority and responsibility of the officer for the interests of the entertainment provider;
- the sensitivity of the organization where the officer is on duty;
- community sensitivity to the responsibilities of officers and overall services; or / and
- the frequency with which officers receive entertainment.

Office are discouraged from organizing large-scale events to prevent company expenditure wastage.

13. ACCEPTANCE AND GIVING OF GIFTS BY THE OFFICE

Office personnel are prohibited from soliciting gifts from individuals, groups, private companies, associations, or any other entities.

The Office may accept gifts from individuals, groups, private companies, associations or other parties with the approval of the Board of Directors or the Head of Office, subject to the conditions of the current applicable regulations.

In managing the acceptance of gifts as mentioned above, the Head of Office may, if necessary distribute a gift declaration form as attached in **Appendix 1**, to be filled out by the donor as a commitment to confirm that the gift will not result in any form of compensation, reward or the like from the Office.

Each request by the Office to the approving party for the acceptance of such a gift shall include details such as:

- (a) name and address of the giver;
- (b) purpose of the gift;
- (c) relationship/connection between the giver and the office;
- (d) type/form of the gift;
- (e) estimated value of the gift;
- (f) conditions imposed by the giver (if any);
- (g) use/benefit of the gift to the office or otherwise;
- (h) comments from the Head of Office; and
- (i) other relevant information.

When considering approval for the acceptance of a gift by the Office, the Board of Directors or the Head of Office shall take into account the following determinations:

- (a) the Office is prohibited from actively seeking gifts from any party;
- (b) the gift is given voluntarily and without any conditions or obligations by the donor;
- (c) the donor has no vested interest in the Company and does not expect any return;
- (d) the gift provides a benefit or advantage to the Office;
- (e) the gift should be assessed and confirmed to have high usability and value for money;
- (f) replacement parts, software or software licenses for the received gift should be easily obtainable and their acquisition costs should not burden the Company;
- (g) the Company is not bound to the giver for any related procurement activities for the received gift such as replacement parts, software, software licenses or maintenance;
- (h) the Office's budget is sufficient to cover the maintenance of the gift;
- (i) the handling of the gift should involve existing trained staff and should not result in the creation of new positions;
- (j) approved gifts should be registered in writing;
- (k) gifts in the form of cash should be recorded and managed using a Office's trust account.

While the Office discourages the giving of gifts, if necessary, only gifts related to the office such as badges, products, crafts, or printed materials are permitted.

The Head of Office may approve the spontaneous collection of funds from employees within the organization for events such as retirement, transfers, or weddings of employees or any other suitable occasions.

14. CONTRIBUTION FOR DISASTER VICTIMS OR THOSE IN NEED

The Office is authorized to request donations from individuals, groups of people, private companies or associations for the purpose of distribution to disaster victims or those in need.

The acceptance of such donations should be recorded solely as gifts that are not assets of the office and are not subject to the provisions outlined in Chapter 13 of this policy.

The handling of these donations should not be managed by an individual. The management should be overseen by a team appointed by the Head of Office to ensure transparency and integrity. The receipt of donations should also adhere to the specified procedures, including:

- (a) donations should be distributed promptly to disaster victims or those in need;
- (b) donations given by donors should be voluntary and free without any conditions or ties to the Company;
- (c) if the distribution of donations is impeded due to unavoidable reasons such as travel restrictions, they should be securely stored and promptly distributed to other victims or groups in need;
- (d) if the donation is in the form of a temporary asset such as a water jet and is returned to the Office, it should be donated to any appropriate party such as a residents' association or any relevant entity determined by the Head of Office; and
- (e) the Head of Office may establish additional procedures for the distribution process of such donations by utilizing the existing resources and allocations of the Office.

The disbursement of cash donations should be executed through checks or electronic transactions to the Office's account.

15. APPLICATION AND ACCEPTANCE OF DONATIONS BY SPORTS AND CHARITY CLUB

Sports and Welfare Clubs are prohibited from applying and receiving donations directly from private companies or the public to obtain financial assistance to finance activities except through the permission of the Board of Directors.

16. CONTRIBUTION TO THE ASSOCIATION JOINED BY OFFICERS

Any IWK members is prohibited from:

- (a) abusing the authority to request contributions through the association for personal gain; and
- (b) using their position as an officer to solicit contributions from parties with an interest in the Office to maintain the image of an officer with integrity.

If an IWK member is found to be in violation of any of these prohibitions, the officer may be subject to disciplinary action.

Any contributions obtained for the activities of the association joined by the IWK members must be free from elements of coercion to avoid tarnishing the Company's reputation.

IWK members who are members of any association, when suspecting a violation as stated in this section must report the matter to the relevant authorities.

Any IWK members found abusing their position for bribery purposes may be charged under Section 23 of Act 694 or any other applicable law.

17. CHARITABLE COLLECTION

Without prejudice to the provisions under this Policy, any public fundraising by registered associations/Office shall be carried out based on the Sponsorship Procedure, IWK/CCD/SS/PR/06 and any acts/laws/regulations issued by the relevant authorities.

18. SPONSORSHIP FROM EXTERNAL PARTIES FOR THE PURPOSE OF ATTENDING CONFERENCES, COURSES, RESEARCH, AND ETC

Employees may accept sponsorship from external parties only after obtaining approval from the Head of Office and such sponsorship should be made for official matters and in the interest of the Office.

However, IWK staff are not permitted to receive travel sponsorship for overseas trips. If participation is necessary, it must be funded through IWK's internal provisions and receive approval from *Pegawai Pengawal*. This is a cost-saving measure and expenditure control for all companies under the Minister of Finance (Incorporated) [MKD].

The approval of in the state sponsorship should be **based on the assessment guidelines established by the *Pegawai Pengawal* and/ or Head of Office**, taking into account the following matters:

- (a) sponsorship offered that benefits the Office and the professional development of the employee;
- (b) no direct sponsorship may be accepted by employees from any contributor, supplier, or contractor who has projects with the Office, except those approved through the assessment method set by the Head of Office;
- (c) the duration and frequency of employees receiving sponsorship, whether domestically or internationally, should be reasonable;
- (d) providing opportunities for all high-performing and eligible employees in the Office;
- (e) employees being free from any disciplinary actions; and
- (f) subject to the terms agreed upon by both parties (the Company and the

sponsor).

IWK members who are offered sponsorship are not eligible to make any claims against the Office for matters covered under the sponsorship. Qualifications for claims against the Office for matters not covered under sponsorship are subject to the current regulations and provisions of each respective Office.

19. EXPRESSION OF APPRECIATION OR CONDOLENCE TO IWK MEMBERS

IWK members are prohibited from granting permission to any party such as private entities, associations, individuals, or any group of people to broadcast expressions of appreciation or condolences that involve the officer in paid mass media such as television, radio, newspapers, billboards, banners or posters.

If IWK members become aware that such an act has been done without their authorization, the officer must inform the relevant party to promptly remove the mentioned expression and report the matter to the Head of Office.

20. PREVENTIVE MEASURES

All IWK offices are required to display banners and/or posters related to the 'no gift' policy at the main entrance, offices, and appropriate locations as a public reminder in an effort to discourage the practice of gift-giving on the Company's premises.

21. RESPONSIBILITIES OF OFFICE HEADS

The Head of Office must report to the Integrity and Governance Unit if there is any violation of laws or regulations related to the acceptance and giving of gifts.

22. COMPLIANCE

Failure or refusal of IWK members to comply with this Policy can be considered as disobeying orders and will be subject to action under the Referral to Authorities Policy.

Violations of this Policy by third parties will also be notified in accordance with the Referral to Authorities Policy applicable at IWK.

23. ENQUIRIES AND REPORTING

Any enquiries or reports on violation of this Policy may be submitted through the reporting channels as follows:

Information Disclosure Channel IWK (Whistle Blowing Channel)

- i) Telephone : 03-2780 1295
- ii) Email: whistle@iwk.com.my
- iii) Send the Whistleblower Form to the Head of the Integrity & Governance Unit
- iv) Submit the Informant Form via <https://www.iwk.com.my> or IWK Mobile App
- v) Attend and meet in person at:
Integrity & Governance Unit
Indah Water Konsortium Sdn Bhd
No. 1, Jalan Damansara
60000 Kuala Lumpur
(att : Head of Integrity & Governance Unit)

24. CONCLUSION

With the existence of this Gift Management Policy, IWK members can eliminate confusion related to the practice of accepting and giving gifts and thus be able to close the gap and opportunities for corruption. In addition to being the main reference for IWK members, this Policy can also be a guide for all parties dealing with IWK. Compliance with this Policy will be the starting point for IWK's efforts to fight corruption from petty corruption to grand corruption.

IGU becomes the regulatory manager who will hold appropriate SOPs to manage

the giving and receiving of gifts. IGU is allowed to make appropriate guidelines for the good purpose of managing this policy.

REFERENCES

1. Federal Constitution
2. Malaysian Anti-Corruption Commission Act 2009 (Act 694)
3. Penal Code (Act 574)
4. Public Officers (Conduct and Discipline) Regulations 1993
5. Code of Ethics for Administrative Members and Members of Parliament
6. Ceraian UP.7.2.5 Pengurusan Penerimaan Atau Pemberian Hadiah, Keraian dan Tajaan Dalam Perkhidmatan Awam
7. Pekeliling Perbendaharaan PB3.1 Garis Panduan Kawalan Perbelanjaan Awam (Kemaskini 2024)
8. Surat daripada Ketua Setiausaha Negara Malaysia bertarikh 20 September 2024, no. rujukan JPM.KSN.100-2/2/5Jld.57(17)
9. Surat daripada Menteri Kewangan (Diperbadankan)[MKD] bertarikh 26 September 2024, no. rujukan MOF.GIC(S)600-1/3/44 Jld.9(6)
10. Pekeliling Perbendaharaan PK1.2 Tanggungjawab Pegawai Pengawal dan Ketua Jabatan

APPENDICES

1. ACKNOWLEDGEMENT OF GIFT/ CONTRIBUTION TO (NAME OF THE OFFICE) Form
2. Polisi Pengurusan Hadiah (Soalan-Soalan Lazim)

APPENDIX 1

**ACKNOWLEDGEMENT OF GIFT/ CONTRIBUTION TO
(NAME OF THE OFFICE)**

I _____ IC No.

_____ representing _____

hereby sincerely and truthfully declare that:

1. The gift/contribution provided is entirely and genuinely offered without any conditions and/or obligations imposed by me/company/NGO/foreign entity.
2. The gift/contribution provided is voluntary and not at the request of any party (office name).
3. I/company has no vested interest with any party associated with (office name).
4. The gift/contribution donated/given by me/company/NGO/foreign entity consists of functional and well-maintained items, and their replacements are readily available.
5. My/company/NGO/foreign entity will not use this gift/contribution to gain any contract offers/advantages in official dealings with any party associated with (office name) at any time.
6. (Office name) is not obligated to offer/provide any contract offers/advantages in any official dealings with (office name) to me/company/NGO/foreign entity.

Yours sincerely,

.....

Name :
IC No. :
Date :
Company stamp/ NGO :

Polisi Pengurusan Hadiah (Soalan-Soalan Lazim)

1. Apakah itu hadiah?

Hadiah adalah apa-apa pemberian berbentuk barangan atau perkhidmatan yang mempunyai nilai kewangan, seperti wang tunai, hamper, baucar tunai/diskaun, makanan, perjalanan, tiket konsert, pengubahsuaian rumah, pinjaman peribadi, diskaun khas, keahlian kelab dan tajaan acara (termasuk acara sukan).

What is a gift?

Gift is any gift of goods or services of monetary value, such as cash, hampers, cash/discount vouchers, food, travel, concert tickets, home renovations, personal loans, special discounts, club membership and event sponsorships (including sport events).

2. Saya telah menghadiri sebuah seminar dan semua peserta diberikan 'buah tangan' yang mengandungi pen drive, buku nota dan kalendar yang mempunyai logo Syarikat dan saya juga memenangi hadiah PC Tablet. Bolehkah saya menyimpannya?

Hadiah 'buah tangan' yang diberikan kepada semua peserta yang mempunyai nilai nominal dengan logo Syarikat adalah termasuk dalam pengecualian Polisi Pengurusan Hadiah dan anda boleh menyimpan hadiah tersebut dan tidak perlu mengisytiharkan hadiah tersebut. Tetapi hadiah yang dimenangi yang bernilai tinggi perlu diisytiharkan hadiah tersebut melalui Borang Pengisytiharan dan Pendaftaran Hadiah. Anda boleh menghubungi Unit Integriti dan Governans sekiranya ada mempunyai sebarang keraguan.

I attended a seminar recently and all participants were given a 'door gift' containing a pen drive, a notebook and a calendar with the Company's logo. Can I keep it?

A 'door gift' given to all participants of nominal value with the Company's logo is included in the exemption of the Gift Management Policy and you can keep the gift and do not need to declare the gift. But prizes won of high value need

to be declared through the Prize Declaration and Registration Form. You can contact the Integrity and Governance Unit if you have any doubts.

3. Saya menghadapi situasi berikut:

- **Semasa mesyuarat pembekal/kontraktor memberi baucer makanan ke sebuah restoran.**
- **Pembekal/kontraktor bertemu dengan saya dan berhasrat untuk menaja satu acara Syarikat.**
- **Di tawarkan tiket penerbangan untuk menghadiri seminar luar Negara oleh pembekal/kontraktor.**
- **Syarikat penyedia latihan menawarkan iPad percuma sekiranya IWK mendaftarkan lebih daripada 5 peserta ke program latihan kelolaan mereka.**
- **Saya ditawarkan satu geran untuk menjalankan penyelidikan dalam bidang kepakaran saya atas dasar peribadi.**
- **Saya menghadiri acara pendidikan yang ditaja oleh vendor.**
- **Dijemput oleh Vendor/Pembekal/Kontraktor/Rakan Niaga IWK untuk menghadiri suatu Majlis Berbuka Puasa.**
- **Kami mempunyai hubungan jangka panjang dengan vendor yang sedang menjalani sebuah kontrak selama lima tahun. Vendor tersebut ingin membawa pasukan saya untuk pelayaran bot sebagai tanda penghargaan mereka terhadap perniagaan kami.**
- **Vendor yang menjalankan perniagaan dengan Syarikat benar-benar menyukai kerja saya dan mahu saya mengambil bahagian dalam perbincangan kumpulan fokus mereka. Mereka akan membayar tambang, hotel dan makanan saya.**
- **Saya baru melangsungkan perkahwinan, bagaimana jika ada kontraktor/vendor yang saya kenali ingin memberi hadiah kepada saya sempena perkahwinan saya.**
- **Bolehkah kita terima atau memberi hamper atau apa-apa yang kecil nilainya.**
- **Bolehkah kita terima hadiah dalam musim perayaan.**

IWK menjaga kakitangan supaya berintegriti dan tidak menimbulkan tomanan yang menjejaskan imej kakitangan dan organisasi. Pada dasarnya apabila hadiah berkaitan dengan tugas rasmi adalah dilarang dan perlu diisytiharkan melalui Borang Pengisytiharan dan Pendaftaran Hadiah dan mendapat kelulusan Ketua Pejabat. Sila rujuk Polisi Pengurusan Hadiah untuk jenis hadiah yang dikecualikan daripada larangan di bawah Polisi ini.

I am facing the following situation:

- *During the supplier/contractor meeting give food vouchers to a restaurant.*
- *A supplier/contractor meets with me and wishes to sponsor a Company event.*
- *Being offered flight tickets to attend overseas seminars by suppliers/contractors.*
- *The training provider company offers a free iPad if IWK enrolls more than 5 participants to their managed training program.*
- *I was offered a grant to carry out research in my area of expertise on a personal basis.*
- *I attend vendor-sponsored educational events.*
- *Invited by Vendors/Suppliers/Contractors/Business Partners of IWK to attend an Iftar Ceremony.*
- *We have long-term relationships with vendors who are currently under a five-year contract. The vendor wanted to take my team on a boat cruise as a token of their appreciation for our business.*
- *Vendors who do business with the Company really like my work and want me to participate in their focus group discussions. They will pay for my fare, hotel and food.*
- *I just got married, what if a contractor/vendor I know wants to give me a gift in conjunction with my wedding.*
- *Can we accept or give hampers or anything of small value.*
- *Can we accept gifts during the festive season?*

IWK takes care of staff so that they have integrity and do not create scandals that affect the image of staff and the organization. In principle, gifts related to official duties are prohibited and must be declared through the Gift Declaration

and Registration Form and approved by the Head of Office. Please refer to the Gift Management Policy for the types of gifts that are exempt from prohibition under this Policy.

- 4. Saya menerima undangan menghadiri acara korporat sempena sambutan perayaan (iaitu Hari Raya, Tahun Baru Cina, Deepavali) dari salah satu Rakan Niaga IWK. Bolehkah saya menerima jemputan tersebut?**

Jemputan perayaan adalah norma budaya dan tradisi. Sebagai tanda hormat dan berbudi bahasa, anda boleh menerima jemputan tersebut. Walau bagaimanapun, sila pastikan bahawa ianya adalah jemputan rasmi yang tidak hanya dialamatkan kepada individu tertentu dan bukan dianjurkan secara eksklusif untuk IWK. Sekiranya pegawai atau jabatan mempunyai urusan rasmi jabatan perlu mendapat kelulusan Ketua Pejabat untuk kebenaran agar tidak menimbulkan tomahan. Dalam kes ini ia berbentuk keraian dan bukan hadiah.

I received an invitation to attend a corporate event in conjunction with celebrations (ie Hari Raya, Chinese New Year, Deepavali) from one of IWK's Business Partners. Can I accept the invitation?

Celebration invitations are cultural norms and traditions. As a sign of respect and courtesy, you may accept the invitation. However, please make sure that it is an official invitation that is not only addressed to certain individuals and is not organized exclusively for IWK. If an officer or department has official business, the department needs to get the approval of the Head of Office for permission so as not to cause scandal. In this case it is a treat and not a gift.

- 5. Saya dan keluarga menghadiri sebuah majlis keluarga dan secara kebetulan bertemu dengan vendor IWK di majlis tersebut. Kami berbual secara santai dan dia kemudiannya memberikan kepada anak saya satu Ang Pau sempena Tahun Baru Cina. Apakah yang patut saya lakukan?**

Polisi Pengurusan Hadiah adalah terpakai kepada saudara/ahli keluarga dan sekutunya. Anda seharusnya menolak Ang Pau tersebut dan sekiranya anda telah menerimanya, seboleh mungkin, anda perlu mengembalikannya kepada vendor tersebut. Sekiranya ia tidak dapat dikembalikan, anda perlu dengan segera mengisytiharkan Ang Pau tersebut kepada Ketua Pejabat anda untuk

tindakan selanjutnya.

My family and I attended a family function and coincidentally met an IWK vendor at the function. We chatted casually and he later gave my son an Ang Pau for Chinese New Year. What should I do?

The Gift Management Policy is applicable to relatives/family members and associates. You should reject the Ang Pau and if you have received it, as much as possible, you should return it to the vendor. If it cannot be returned, you need to immediately declare the Ang Pau to your Head of Office for further action.

6. Memberi hadiah adalah sebahagian daripada budaya kita namun Polisi Pengurusan Hadiah seolah-olah melarang amalan sedemikian. Mengapa?

Ya, kami bersetuju bahawa pemberian hadiah adalah satu budaya yang baik. Walau bagaimanapun, bagi mengangkat nilai-nilai teras Syarikat, kakitangan mestilah mengelakkan diri daripada sebarang kemungkinan konflik kepentingan dalam perniagaan harian kita. Sekiranya anda mempunyai sebarang keraguan sila hubungi Unit Integriti dan Governans.

Giving gifts is part of our culture but the Gift Management Policy seems to prohibit such practices. Why?

Yes, we agree that gift giving is a good culture. However, in order to uphold the Company's core values, employees must avoid any possible conflict of interest in our daily business. If you have any doubts please contact the Integrity and Governance Unit.

7. Saya adalah ahli jawatankuasa penilaian tender. Salah seorang daripada petender telah menjemput saya untuk datang ke pejabat mereka untuk membuat demonstrasi peralatan mereka, namun satu-satunya masa yang kami dapat bertemu adalah pada waktu rehat tengah hari. Petender tersebut menjemput kami untuk makan tengah hari bersama mereka oleh kerana sesi demonstrasi itu telah melangkaui waktu makan tengah hari. Anda boleh menghadiri sesi demonstrasi tersebut, tetapi anda perlu membayar

sendiri untuk makanan tengahari anda.

I am a member of the tender evaluation committee. One of the tenderers had invited me to come to their office for a demonstration of their equipment, but the only time we could meet was during the lunch break. The tenderer invited us to have lunch with them as the demonstration session had gone beyond lunch time.

You can attend the demonstration session, but you will have to pay for your own lunch.

- 8. Saya sedang menjalankan tugas rasmi di luar kawasan/daerah/kampong dan terdapat pemimpin di daerah itu/penduduk kampong/masyarakat sekitar telah memberi buah-buahan, sayur-sayuran, makanan dan hasil kerja mereka kepada saya. Bagi mengelakkan situasi memalukan untuk si pemberi saya telah menerima pemberian tersebut. Apakah saya boleh menerima pemberian tersebut dan tindakan yang perlu saya lakukan?**

Dalam situasi tersebut, anda boleh menerima hadiah tersebut dan hendaklah mengisytiharkan pemberian tersebut kepada Ketua Pejabat masing-masing bagi tindakan lanjut sama ada pemberian tersebut boleh diterima atau perlu dipulangkan.

I am carrying out official duties outside the area/district/village and there are leaders in that area/people of the village/surrounding community who have given me fruits, vegetables, food and the results of their work. To avoid an embarrassing situation for the giver I have accepted the gift. Can I accept the gift and what actions do I need to take?

In that situation, you can accept the gift and must declare the gift to the respective Head of Office for further action whether the gift can be accepted or needs to be returned.

- 9. Apakah perbezaan dan pembaharuan yang dilakukan antara Polisi Tiada Hadiah dan Polisi Pengurusan Hadiah?**

Perbezaannya ialah dimana Polisi Tiada Hadiah tidak meletakkan sebarang

limit amaun yang boleh diterima kerana ia mengamalkan konsep untuk tidak akan bertolak ansur dengan sebarang bentuk pemberian yang boleh mengundang rasuah. Manakala, Polisi Pengurusan Hadiah meletakkan limit bagi setiap bentuk, amaun atau nilai hadiah untuk sesuatu pemberian itu boleh diterima atau tidak tetapi ia akan bergantung mengikut situasi sama ada ia berkait dengan tugas rasmi atau pun tidak. Sila rujuk Polisi Pengurusan Hadiah untuk keterangan lebih lanjut.

What are the differences and changes made between the No Gift Policy and the Gift Management Policy?

The difference is that the No Gift Policy does not put any limit on the amount that can be accepted because it practices the concept of not tolerating any form of gift that could invite corruption. Meanwhile, the Gift Management Policy sets a limit for each form, amount or value of a gift for a given gift to be accepted or not but it will depend on the situation whether it is related to official duties or not. Please refer to the Gift Management Policy for more information.

10. Bolehkah warga IWK menerima hadiah yang tiada kaitan dengan tugas rasminya?

Bagi penerimaan hadiah yang tidak berkaitan dengan tugas rasmi dan tidak sepadan dengan maksud hadiah, warga IWK perlulah melaporkan kepada Ketua Pejabat masing-masing untuk kelulusan melalui Borang Perisytiharan dan Pendaftaran Hadiah. Walau bagaimanapun ada situasi tertentu dimana ianya boleh diterima contohnya sempena persaraan, pertukaran, pertunangan dan perkahwinan pegawai. Sekiranya warga IWK masih ragu-ragu, maka boleh melaporkan penerimaan hadiah itu kepada Ketua Pejabat masing-masing.

Can IWK members receive gifts that are not related to their official duties?

For receiving gifts that are not related to official duties and do not match the purpose of the gift, IWK members must report to their respective Head of Office for approval through the Gift Declaration and Registration Form. However, there are certain situations where it can be accepted, for example in conjunction with the retirement, exchange, engagement and marriage of an officer. If IWK members are still in doubt, they can report the receipt of the gift

to their respective Head of Office.

11. Apakah yang perlu dilakukan sekiranya hadiah seperti hamper atau jambangan bunga diletakkan di atas meja pegawai atau di rumah di mana pemberinya tidak diketahui?

Bagi keadaan sedemikian, pegawai dinasihat untuk melaporkan kepada Ketua Pejabatnya untuk membuat keputusan. Tindakan sedemikian bertujuan untuk menyelamatkan pegawai daripada ditohmah oleh pihak tertentu.

What should be done if a gift such as a hamper or a bouquet of flowers is placed on an official's desk or at home where the giver is unknown?

For such situations, officers are advised to report to their Head of Office to make a decision. Such actions are intended to save officials from being criticized by certain parties.

12. Bolehkah kelab sukan dan kebajikan meminta dan menerima apa-apa sumbangan berupa barangan atau wang ringgit daripada pihak luar yang tiada hubungan rasmi?

Kelab Sukan dan Kebajikan tidak boleh memohon atau menerima apa-apa sumbangan secara terus daripada penyumbang sama ada orang perseorangan atau pihak berkepentingan untuk mendapatkan bantuan kewangan bagi membiayai aktiviti kecuali melalui kebenaran Ahli Lembaga Pengarah.

Can the sports and welfare club request and receive any donations in the form of goods or money from outside parties with no official relationship?

The Sports and Welfare Club cannot request or receive any contribution directly from contributors whether individuals or private stakeholders to obtain financial assistance to finance activities except through the permission of the Board of Directors.

13. Bolehkah sumbangan yang berbentuk cenderamata diberikan kepada seorang penceramah yang merupakan Penjawat Awam?

Boleh diberikan tetapi tidak digalakkan. Sekiranya hendak memberi cenderamata, ia perlu berbentuk *plaque*, pennat, barangan kraftangan yang nilai hadiahnya sepadan. Sila rujuk Polisi Pengurusan Hadiah untuk keterangan lebih lanjut.

Can donations in the form of souvenirs be given to a speaker who is a Civil Servant?

Can be given but not recommended. If you want to give a gift, it needs to be in the form of a plaque, a pennant, handicraft items that the value of the gift matches. Please refer to the Gift Management Policy for more information.

14. Seorang kakitangan IWK telah menerima wang tunai bernilai RM 500.00 dalam musim perayaan daripada individu yang sering berurusan rasmi dengan jabatan dan dalam keadaan yang sukar ditolak. Beliau kemudian melaporkan kepada Ketua Pejabatnya. Apakah yang perlu dilakukan oleh Ketua Pejabatnya?

Tindakan kakitangan IWK itu adalah benar di mana ia telah melaporkan kepada Ketua Pejabatnya. Maka dari segi tindakan Ketua Pejabat beliau perlulah mempertimbangkan laporan penerimaan hadiah itu dengan mengambil kira segala kriteria yang telah ditetapkan dan seterusnya mengambil tindakan yang bersesuaian sama ada menyuruh pegawai itu memulangkan kembali kepada pemberi atau ia akan disalurkan kepada organisasi kebajikan.

An IWK staff has received cash worth RM 500.00 during the festive season from an individual who often deals officially with the department and in a situation that is difficult to refuse. He then reported to his Head of Office. What should the Head of Office do?

The action of the IWK citizen was correct where he had reported to his Head of Office. So in terms of the actions of the Head of Office, he needs to consider the report of accepting the gift taking into account all the criteria that have been set and then take the appropriate action either telling the officer to return it to the giver or it will be channelled to a charity organization.

15. Bolehkah hadiah diberikan kepada ahli politik oleh sesebuah Jabatan?

Boleh. Hendaklah disediakan berbentuk plague yang tidak mahal, pennat, barangan kraftangan jabatan atau bahan cetak jabatan.

Can gifts be given to politicians by a Department?

Yes, can. It should be provided in the form of inexpensive plaques, pennants, departmental handicrafts or departmental printed materials.