



GROUP GIFT POLICY

Introduction

This policy is intended to guide all employees of Bank Islam Group in accepting and giving gifts in which gifts may be accepted, given and managed in appropriate circumstances by maintaining best practices and standards of ethics and integrity at all times when dealing with employees of Bank Islam Group which includes the members of Board of Directors including all Board Committees in the respective entities, Shariah Supervisory Council members, employees, business associates and all parties involved directly or indirectly in the affairs of the Group.

General Rule of Gifts

Bank Islam Group has implemented "Gift Policy" as a guidance to employees on what should or should not be accepted as a present, award or token of appreciation from business associates with a threshold of RM300. However, it must be stressed that accepting gifts from vendors or certain business associates is deemed inappropriate and falls under the non-permissible category. Bank Islam Group has established a specific condition on the types of permissible gifts and non-permissible gifts.

Type of Permissible Gifts

- a) Exchange of gifts at company-to-company level (e.g. gifts exchanged between the Group and company as part of an official company visit or courtesy call and thereafter the gift is treated as the Group's property);
- b) Gift token of nominal value bearing the organisation's logo i.e. t-shirts, pens, diaries, calendars, note books, plaques, thumb drives, umbrellas and other small promotional items that are given out or received equally to or from members of the public, delegates, media, customers, partners and key stakeholders attending events i.e. conferences, seminars, exhibitions, training, trade shows, etc. and deemed as part of the organisation's branding or promotional activities;
- c) Gifts such as flowers, fruits or food hampers especially during festive seasons to enhance relationships and do not jeopardise the rapport between the employee and the stakeholder;



- d) Gifts from business associates to employees or vice versa in the capacity of the Group which relates to an event of a ceremonial nature (e.g. commemoration of a business transaction or event i.e. annual dinner of the customer or launching of customer's Initial Public Offering (IPO));
- e) Reciprocal meal or entertainment exchanges that serve as legitimate business interests or are infrequent, normal, and expected social courtesies;
- f) Complimentary invitation by regulators or business associates to employees of the Group to participate in conferences, seminars and trainings as part of the Group's system improvisation or to support daily business activities (e.g. financial market updates, IT system enhancement, credit cards updates or regulatory/ compliance updates). This invitation shall be guided by Group HR policy;
- g) Gifts received from employees' supervisors, fellow colleagues and business associates on personal capacity which may include cash for occasional celebration e.g. birthday celebration, wedding celebration, new-born baby occasion and etc.;
- h) Gifts from the Group to VVIP (King/Sultans/Prime Minister/Ministers), external institutions (governments/regulators/investors) or individuals in relation to the Group's official functions, events and celebrations (e.g. commemorative gifts or door gifts offered to all guests attending the event);
- i) Corporate gifts from the Group to asnaf, students or individuals in relation to Corporate Social Responsibility (CSR) programme or motivational/educational/religious talk;
- j) Gifts from Business Unit/Support Unit (BU/SU) to Management Committee and Board of Directors during festive season under its own BU/SU budget allocation; and
- k) Sample items given by on-boarding Business Associates e.g. t-shirt, mug, umbrella and etc.

Type of Non-Permissible Gifts

- a) Cash or cash equivalents (cheques, money orders, stocks, shares, saving bonds and cash vouchers);
- b) Financing, fees, rewards, valuable security, use of property or interests in property being property of any description whether movable or immovable, use of vehicle, financial benefits or any other benefits similar in advantage;
- c) Any payment, release, discharge or liquidation of any financing, obligation or other liability, whether in whole or in part;
- d) Any travel-related expenses or accommodation paid by customer or its agents associated with business or customer visitation, meetings or events. Exception is applicable for cases that are justified under legit business travel and it must subscribe to the existing Group HR policy;
- e) Any paid holidays which include transportation, accommodation or holiday package;
- f) Any individual apparel which includes jewellery, watch, bags, shoes, clothing, sunglasses, etc.;
- g) Any type of electronic items or IT gadgets which includes laptop, computer, smartphone, etc.;
- h) Any type of paid club membership (e.g. golf club membership, etc.);
- i) Any complimentary tickets related to hospitality outing including shariah non-compliant entertainment (e.g. concert tickets, musical tickets, opera tickets, free casino slots, Formula-1 tickets, meals at non-halal restaurant etc.);
- j) Any non-business-related gift for the purpose of birthday celebration, wedding celebration, retirement or farewell using the Group's fund;
- k) Any type of entertainment expenses or sport activities which are paid by customers or business partners (e.g. karaoke, spa treatment, golf, fishing, etc.); and
- l) Any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding points mentioned above especially from the Group's business associates such as IT and non-IT vendors, solicitors, valuers, agents etc., be it past, existing or not in our list of panel.



Procedure

In order to reflect the visibility and disclosure of the gift acceptance, employees are required to obtain approval and clearance from the relevant authority regardless of the value by submitting the Gift Acceptance Declaration Form and the following conditions shall apply:

- a) Any permissible gift with a value of up to RM300, a declaration has to be submitted to the immediate supervisor or HR Officer at the entity level for verification and thereafter, reported to the Branch Manager/Head of Region/ Department/Division (superior) or Chief Executive Officer at the entity level for approval. A copy of the declaration must be submitted to Integrity & Governance Department (IGD) and Integrity & Governance Section (IGS)/ Compliance Department at the entity level for notification.
- b) Any permissible gift with a value of more than RM300, upon obtaining verification from the immediate supervisor or HR Officer at the entity level, the declaration is required to be reported to Deputy Chief Integrity Officer (DCIO) or in his/her absence, the Group Chief Integrity & Governance Officer/Group Chief Compliance Officer (GCIGO/GCCO) for approval.
- c) The **Gift Acceptance Declaration Form** ([click to download](#)) is required to be completed within seven (7) working days from the date of accepting the permissible gift from the giver and submit to the respective officer for notify/approval.
- d) The value of the permissible gift must be identified by the employees prior to declaring the permissible gifts to the immediate supervisor for verification.
- e) The permissible gift presented by the giver shall be appended with a cover letter signed personally or by the authorised person of the company stating the details of the gift, if possible.
- f) The permissible gift must not be used until the approval is obtained. Any employees who is in his/her professional or personal capacity involved in giving religious talks/ trainings/ lectures/ tutorials for external entities must seek approval from Group Chief Human Resources or the Chief Executive Officer at



the entity level. In the event that the activities rendered involve gifts such as cash, cheques, token, etc., the gift must be declared to Group Chief Human Resources or the Chief Executive Officer at the entity level to decide on the treatment of the gifts whether it is Group's or entity's property or personal entitlement.

- g) Employees shall immediately **refuse or return** any **non-permissible gift** provided by external parties i.e. vendors, contractors or regulators. The return of the non-permissible gift shall be prudent in order to prevent the occurrence of jeopardising business interest with the Bank.

Reporting

If an employee receives a request for bribe or is offered a bribe, he/she must report this incident to his/her immediate supervisor or lodge a complaint through any of the Whistleblowing channels as below:

- i. Email to:
 - whistle@bankislam.com.my;
 - whistle.bimbsec@bankislam.com.my; and/ or
 - whistle.bimbinvest@bankislam.com.my
- ii. Bank Islam Integrity Hotline: 1-800-22-0091;
- iii. Write-in or meet in person with the GCIGO/GCCO at Level 30, Menara Bank Islam, No. 22, Jalan Perak, 50450 Kuala Lumpur; or
- iv. Online submission through Bank Islam Group Staff Portal:
Bank Islam Group Staff Portal > Whistleblowing Policy > WB Disclosure Form
- v. Online submission through Bank Islam Group Corporate Website:
Bank Islam Group Corporate Website > Corporate Governance > Integrity & Governance > Whistleblowing Policy > WB Disclosure Form

Important

All employees of Bank Islam Group are required to strictly adhere to the procedures outlined in this policy when discharging their duties and responsibilities.