



“For Translation Only”

Announcement no. DTGO-CG 004/2565

## DTGO Regulations on Offering and Accepting Gifts or Other Benefits and Entertainment

---

DTGO has established an anti-corruption policy to guide all its members. Giving appropriate guidelines on offering and accepting gifts or other benefits and entertainment in alignment with its current operations, DTGO deems it appropriate to cancel DTGO-EXCOM 005/2561 on offering and accepting gifts or other benefits and entertainment by creating new guidelines to be considered part of the anti-corruption policy to be applied by all DTGO members, as follows:

### 1. Definitions

- 1.1 **Gifts** means articles, services, or valuable items such as gift vouchers, cheques, reward points, or other services in an electronic form etc.
- 1.2 **Entertainment** covers accommodation, food, beverages, watching performances or sports, joining activities or sports such as golf or similar activities.
- 1.3 **Other benefits** means any other benefits that are not mentioned in the Clause 1.1 and 1.2.
- 1.4 **Business representatives** means any individuals or juristic persons who are not regular employees of DTGO, but have been employed to perform or act on behalf of DTGO.
- 1.5 **Tradition** means customs, culture, conventions, ceremonies, etiquette, and social customs relating to festivals, important days, or traditional events that are unique to society.

### 2. Offering of Gifts or Other Benefits

All DTGO members are prohibited from offering gifts or other benefits, on behalf of DTGO, to customers, suppliers, business representatives, government agencies, government officers, private organizations and employees of private organizations that may influence decision-making on business transactions. Exceptions shall be applied when an offering is part of a tradition or is to promote sales, with an appropriate value. The criteria are as follows:

- 2.1 The offering of gifts or other benefits to government agencies and government officers shall be in accordance with the laws of each country. (Thailand currently has a limit of 3,000 baht/occasion/person set by the National Anti-Corruption Commission.)
- 2.2 The offering of gifts or other benefits to other organizations or individuals, except as stipulated in Clause 2.1, shall not exceed the value of 5,000 baht per person per time (any offering that exceeds this specified value shall be approved by C-Level or higher).



ADDING VALUE  
IN EVERYTHING  
WE DO

2.3 Gifts created by the Department of Corporate Branding and carrying the DTGO logo shall not exceed the value of 3,000 baht/person/occasion.

### 3. Acceptance of Gifts or Other Benefits

All DTGO members are prohibited from accepting gifts or other benefits from customers, suppliers, business representatives, government agencies, government officers, private organizations and employees of private organizations on behalf of DTGO or themselves. If unable to decline a gift or other benefits as the result of a circumstance that offering and accepting a gift or other benefits are in accordance with traditions, it is allowed that these gifts and other benefits can be accepted and treated as follows;

3.1 For gifts or other benefits that fall under the following categories, the head of business units can consider how should those gifts or other benefits be utilized appropriately.

3.1.1 Gifts or other benefits that are perishable, such as food, fruits, and baked goods.

3.1.2 Gifts or other benefits that are a reasonable value and bear the logo of the giver's organization, such as calendars, books, pens, umbrellas, and water bottles.

3.2 Gifts or other benefits that are not covered by Clause 3.1, or gift baskets received during New Year or traditional festivals, must be registered with Workplace Management Services, through a gift registration system as specified by DTGO and allocated appropriately such as being auctioned for charity or given to members at New Year or by lucky draw.

### 4. Offering and Acceptance of Entertainment

The offering and acceptance of entertainment for the purpose of strengthening relationships is allowed must be made reasonably and transparently. The following conditions must be fulfilled:

4.1 Entertainment must be appropriate, not unduly extravagant, and approved by a supervisor or approval authority that ascertains the cost is reasonable and in line with regulations.

4.2 The offering or acceptance of entertainment that does not violate the laws and DTGO' policies and regulations.

4.3 The offering or acceptance of entertainment that is not against morality, ethics, and good customs.

4.4 Not reciprocal or affecting transactional decisions by DTGO.

4.5 For transparently, members must request prior permission for providing or receiving hospitality from their supervisor on each occasion through EzRequest. When this isn't possible, they must inform their supervisor later through EzRequest as DTGO determines.



ADDING VALUE  
IN EVERYTHING  
WE DO

**5. Invitations to domestic or overseas seminars or events by suppliers or business representatives**

For transparency in the work of members, invitations to seminars or events organized by partners or business representatives both within and outside the country can be accepted with the following conditions

- 5.1 The invitation to a seminar or event must not influence, or bring accusations of influencing, business decisions or have reciprocal characteristics.
- 5.2 The seminar shall have a clear agenda and objectives directly related to the duties of the member invited.
- 5.3 Members must obtain approval through the DTGO Learning system before attending.
- 5.4 After attending the seminar or event, the member must present a summary report of the outcome for their supervisor as specified by DTGO.

**6. Guidelines of DTGO for Business**

Representatives The department that is responsible for engaging business representatives shall notify them of these regulations and ensure they comply with all the provisions. If a business representative is found to have violated these regulations, DTGO shall reserve the right to revoke or not extend the contract, or to proceed according to law as deemed appropriate.

**7. Disciplinary Action**

All DTGO members shall strictly comply with these regulations, which shall be deemed an integral part of the employment condition. Failure to comply with these regulations shall be regarded as an act of misconduct, whereby such member shall be subject to disciplinary action according to the regulations of DTGO.

In effect from 8 July 2022.

Announced on 8 July 2022.