



Persatuan Badminton Malaysia

Badminton Association of Malaysia

Patron : YAB Dato' Seri Dr. Wan Azizah Dr. Wan Ismail
President : YH. Dato' Sri Mohamad Norza Zakaria
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: YBhg. Dato' Wira Lim Teong Kiat
Secretary General : YBhg. Datuk Ng Chin Chai

NO GIFT AND ENTERTAINMENT POLICY

1. INTRODUCTION

The BAM is committed to establish an ethical work environment for all BAM employees. This No Gift Policy underpins the standards of conduct expected from BAM employees and its immediate family.

2. OBJECTIVES

This Policy outlines BAM's policy on gifts and entertainment provided to and/or by BAM employees and its immediate family.

3. SCOPE

This Policy applies to every BAM employee, including but not limited to all its staff, officers, managers, directors, assistant coaches and head coaches.

This Policy also applies to the immediate family of BAM employee. The expression "immediate family" means his/her spouse and child/children.

4. PRINCIPLES

Gifts and entertainment should never be offered or accepted with the intention to influence – or appear to influence – business decisions or relationships in any way.

5. DEFINITION OF GIFT AND ENTERTAINMENT

"Gift" means something that is given to another person including but not limited to cash, vouchers or any item (e.g. pens, hampers, concert tickets) having any cost or financial value, including food or beverages (e.g. sponsored meals and entertainments) as well as any items of value.

Gifts and entertainment include (but are not limited to):

- Travel or accommodation, including those associated with a business conference, meeting or event
- Meals and/or refreshments including but not limited to any alcohol and/or tobacco
- Tickets to sports, music or cultural events
- Jewelry, accessories

- Membership, discounts or commission
- Cash, stock
- Hamper
- Property, vehicles
- Corporate branded items
- Cultural courtesies
- Business gifts

6. PROHIBITION TO GIVE / RECEIVE GIFT AND ENTERTAINMENT

1. Except for those listed in Article 7 below, no gifts of any kind that are offered by vendors, suppliers, potential vendors / suppliers, stakeholders, parents of players, players or any other individual or organization and/or the general public, no matter the value, shall be accepted by any employee or their family members, at any time, on or off the work premises.
2. Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee. Under no circumstances may an employee take a food gift home; food gifts must be shared with and distributed to all staff, with email notice, during work hours, in a central, worksite location.
3. BAM prohibits the giving of gifts or entertainment using BAM and/or individual resources for the purpose of improperly influencing someone to take action in favor of BAM and/or the employee or to refrain from taking action adverse to BAM and/or the employee.
4. At any time, on or off the work premises, an employee may not offer or provide gifts or anything else of value to any person, such as but not limited to an agent, consultant or contractor, vendor, supplier, other than as approved by General Manager, and/or the relevant Committees.

7. ACCEPTABLE GIFTS AND ENTERTAINMENT TO GIVE / RECEIVE

1. Gifts and entertainment whose amount are not more than RM100.
2. Gifts such as t-shirts, pens, goodies bags including cards, thank you notes, certificates or other forms of thank you and recognition that employees obtain as members of the public at events such as seminars, conferences,

training events etc., provided that such gifts are offered equally to all participants of the event.

8. GIFT POLICY FOR OFFICIAL EVENT

Notwithstanding Article 6.3, BAM may, at official events and/or special occasions, provide gifts to third party who may be, but not limited to, another organization and/or individual. Gifts from BAM may be in the form of a plaque, pennant, flowers, perishable food, badminton equipment, etc.

9. VIOLATION

Any violation of this Policy may lead to disciplinary action, up to and including termination of employment. Any employee with knowledge or suspicion of violations of this Policy must report his/her concerns to integrity@bam.org.my

10. EFFECTIVE DATE

This Policy was ratified by the BAM Management Committee on 20 December 2018 and came on 1 January 2019.

