



JHR GENERAL SUPPLIER COMPANY LIMITED

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Gifts, Hospitality, and Sponsorship Policy & Procedure

JHR General Supplier Company LIMITED

Effective Date: January 1, 2025

Approved by: YASSIN YUSSUFU MASHUUBU , CHAIRMAN OF BOARD OF DIRECTORS

Version: 1.0

Review Date: January 1, 2026

1. Purpose

The purpose of this policy is to ensure that all activities related to gifts, hospitality, and sponsorships conducted by or on behalf of **JHR General Supplier Company LIMITED** (hereafter referred to as “the Company”) are transparent, ethical, and aligned with anti-bribery, anti-corruption, and corporate responsibility principles.

2. Scope

This policy applies to all employees, directors, contractors, agents, and third parties acting on behalf of the Company, both locally and internationally.

3. Policy Statement

The Company strictly prohibits the offering, giving, receiving, or soliciting of any gift, hospitality, or sponsorship that could influence, or be perceived to influence, business decisions or create a conflict of interest. All such activities must:

- Be lawful, ethical, and in accordance with local and international regulations;
- Not be excessive, lavish, or inappropriate;
- Be accurately recorded in the Company’s records;
- Not create an obligation or expectation for any business advantage.

4. Definitions

- **Gift:** Any item of value (e.g., goods, vouchers, discounts, or services) given without the expectation of payment.
- **Hospitality:** Entertainment, meals, or accommodation provided or received in the course of business.
- **Sponsorship:** Financial or in-kind support provided to an event, activity, individual, or organization for mutual benefit.

5. Acceptable Gifts and Hospitality

The Company permits the acceptance or provision of gifts and hospitality under the following conditions:

- **Nominal value:** The value does not exceed [insert amount, e.g., USD \$100].
- **Business purpose:** Clearly related to legitimate business interests (e.g., networking, relationship building).
- **Transparency:** Must be disclosed to management and recorded.
- **No influence:** Must not influence or appear to influence a business decision.

6. Prohibited Practices

The following are strictly prohibited:

- Cash or cash-equivalent gifts (e.g., gift cards, checks);
- Gifts or hospitality during contract negotiation periods;
- Gifts or hospitality intended to obtain or retain business or to gain an unfair advantage;
- Any activity that violates local or international anti-bribery laws.

7. Sponsorship Guidelines

All sponsorships must be:

- Aligned with the Company’s values and business objectives;
- Approved in advance by [e.g., the Managing Director or Compliance Officer];
- Accompanied by a written agreement outlining the purpose, scope, and deliverables;
- Transparent and publicly disclosed where necessary;
- Not used as a vehicle for bribery or improper influence.

8. Approval Process

Type	Approval Required From	Limitations/Comments
Gifts received	Line Manager	Must be reported if over [e.g., \$100]
Gifts offered	Department Head	Must serve a legitimate business purpose
Hospitality offered	Compliance Officer / CEO	Not during tenders or negotiations
Sponsorships	Executive Management	Must be documented and tracked

9. Recording and Reporting

All gifts, hospitality, and sponsorships must be reported using the **GHS Declaration Form** and submitted to the **Compliance Department** within **5 working days**. The records will be audited annually.

10. Breach of Policy

Non-compliance may result in:

- Disciplinary action (up to termination of employment);
- Legal consequences;
- Reputational damage to the Company.

11. Roles and Responsibilities

- **Employees:** Understand and comply with this policy.
- **Managers:** Monitor, approve, and support compliance efforts.
- **Compliance Officer:** Review records, provide training, and conduct audits.

12. Review and Updates

This policy will be reviewed annually or as needed to ensure it remains effective and compliant with applicable laws and regulations.

13. Contact for Questions

For questions regarding this policy, please contact:

Compliance Department

JHR General Supplier Company LIMITED

Website ; www.jhrgeneralsupplier.co.tz ,info@jhrgeneralsupplier.co.tz , jhrgenrlasupplier@gmail.com
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