

HR Policy

Subject: GIFTS, ENTERTAINMENT AND SOCIAL EVENTS	Policy Number: 1.2	
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1. PURPOSE

- 1.1. The giving and receiving of gifts, accepting or providing entertainment, or attendance at social events is all strictly governed via company compliance rules. These rules are there to protect the company, its reputation, and our employees. This policy details where the rules regarding such matters may be found and any limitations.

2. RELATED POLICY

- 2.1. PACCAR Standard Policy 20 - Conflicts of Interest
- 2.2. HR Policy 1.1 - Conflicts of Interest
- 2.3. DAF Top 20 Compliance Rules

3. SCOPE

- 3.1. This policy applies to all employees of Leyland Trucks Ltd and PACCAR Parts UK Ltd.

4. GENERAL PRINCIPLES

- 4.1. The “*DAF Top 20 Compliance Rules*” details the rules which every employee must follow with regards to gifts and entertainment. This document also covers business integrity, money laundering, competition law, trade sanctions and data protection principles. This document can be found in appendix 1.
- 4.2. These Top 20 Compliance Rules detail activities which are and are not acceptable, and specify any monetary value limits which need to be declared. Activities outside of these examples must be referred to the Compliance Officer to ensure adherence to the rules and to minimise risk to the employee and Company.
- 4.3. A more in-depth review of compliance rules regarding gifts, entertainment and social events is detailed in the EU Anti-Bribery Policy Manual and can be found on the DAFWEB at the following web address:

[Compliance](#)

Employees are required to strictly follow these rules and to seek guidance from their manager or compliance officer if they are unsure of the action they should take

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5. DISCIPLINE

5.1. Contravention by an employee of the guidelines set out within the compliance documents may lead to disciplinary action being taken up to and including dismissal.

FURTHER INFORMATION

Further information on this Policy may be obtained from the Human Resources Department, your local Compliance Officer, or by visiting the Compliance page on the DAFWEB using the web address detailed above.

This document is non-contractual unless otherwise stated.

Appendix 1

Top 20 Rules.pdf
