

# Gift, Entertainment, Donation and Sponsorship Policy

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## Policy Statement

TTB places importance on building relationships with customers, shareholders, partners, government agencies. Under the principles of good governance, TTB has the policy for all employees, directors, business partners and third parties not to receive gifts, travel and entertainment offered by third parties. This policy reinforces the requirements of honesty and integrity outlined in the TTB Code of Conduct. The policy includes the requirements from regulations and laws as well as international standard and practices.

TTB personnel are required to inform outsiders of this policy that does not allow staffs and closely related individuals to receive gifts, entertainment, travel and accommodation offered by third parties. If the giver insists to offer or exceeding threshold, staff is required to notify direct supervisor and get approval by Chief and inform the monitoring parties. Staff shall not keep the gifts for personal usage, but they need to be pooling for organization usage such as charity contribution, company support and reports the gift receipt.

Seasonal and Promotional Gifts / Entertainment: gifts exchanged during the festive period, the value must be within the thresholds. Small items (pens, promotional materials) are not required to report

Donation / Sponsorship: employees must obtain written approval from management before making donation / sponsorship.

Normal Business Activities: anything related to normal business activities can be offered. If related to due diligent activity, staff must seek pre-approval of Business Unit Management.