

DHANANJAY S. MAHAMUNI
B.L.S, LL.B
Advocate High Court

59, DR. V. B. GANDHI MARG, KALA GHODA. FORT, MUMBAI - 400001

29.08.2025

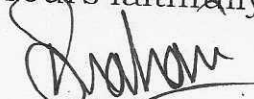
To,
SAMBHAVANA
6, Sumangal Co-op Housing society,
Sector 2, Airoli,
Navi Mumbai - 400708

REF: - GIFTS AND HOSPITALITY POLICY

Madam / Sir,

I've gone through the policy, and it has been verified by me. The policy is in line with the current Indian laws.

Yours faithfully,


Advocate

DHANANJAY SHARAD MAHAMUNI
Advocate High Court
59, Dr. V. B. Gandhi Marg,
Kala Ghoda, Fort,
Mumbai-400 023.

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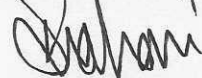
To,
SAMBHAVANA
6, Sumangal Co-op Housing society,
Sector 2, Airoli,
Navi Mumbai - 400708

REF: - SPECIALLY FUNDED PROGRAM POLICY

Madam / Sir,

I've gone through the policy, and it has been verified by me. The policy is in line with the current Indian laws.

Yours faithfully,


Advocate

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Gifts and Hospitality Policy:

As on Non-Government Organisation all associated with Samabhavana should not receive/give in kind or cash in any kind of manner.

- Principally refuse/ avoid any kind of gifts or hospitality and or any other benefits from stakeholders as we are a Non-Government Organisation; We do not give or receive gifts, hospitality, or any other form of benefits from any of our stake holders.
- Follow strict guidelines and policies regarding gifts and hospitality.

Travel:

a. Work Travel:

- All work travel should be authorized in advance by the appropriate authority and in accordance with the organization's travel policy.
- Employees should use reasonable judgment when incurring travel expenses and should seek cost-effective options.
- Employees should submit accurate and detailed expense reports with appropriate supporting documentation.

b. Sponsored Travel:

- Employees should obtain prior approval from the appropriate authority before accepting sponsored travel.
- Sponsored travel should be transparent, lawful, and free from any expectation of favoritism or undue influence.
- Employees should disclose any potential conflicts of interest related to sponsored travel.

Entertainment:

a. Hosting Entertainment:

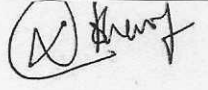

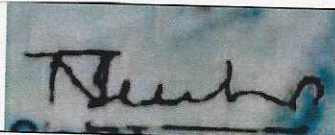
- Entertainment expenses should be bare minimum and limited to only Tea or Coffee ONLY. Expenses for entertainment should be accurately recorded and supported by appropriate documentation.

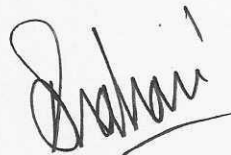
b. Accepting Entertainment:

- Employees associated in any form with Samabhavana should exercise discretion and judgment when accepting invitations to entertainment events.
- Employees should avoid situations that could compromise their objectivity or create a perception of impropriety.

Compliance and Reporting:

- Employees should comply with all applicable laws, regulations, and policies related to gifts, travel, and entertainment.
- Non-compliance may result in disciplinary action, up to and including termination of employment.
- Employees should promptly report any concerns, potential violations, or breaches of this policy to the appropriate authority or through the organization's designated reporting channels.

		
PRESIDENT	SECRETARY	TREASURER



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