

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:

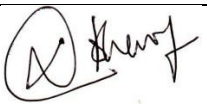
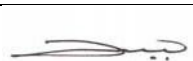
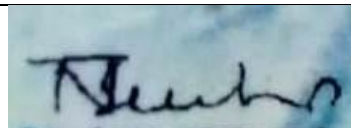
- Entertainment expenses should be bare minimum and limited to only Tea or Coffee ONLY. Expenses for entertainment should be accurately recorded and supported by appropriate documentation.

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