

NO GIFT POLICY OF LEMBAGA PEMBIAYAAN PERUMAHAN SEKTOR AWAM (LPPSA)

1. Receiving Gifts

- i. As a general principle Employees and/or his immediate family, are not allowed to receive any gifts of whatever nature regardless of value from any party who have official dealings with LPPSA such as LPPSA's contractors or sub-contractors, suppliers, bankers, dealers, panel lawyers, panel insurance or customers (hereinafter stated as the parties) whether actual or potential.
- ii. However, employees are allowed to receive gifts of the following nature:
 - a. small items or gifts of promotional nature e.g. inscribed pens, low value or promotional material;
 - b. gifts that would be discourteous to refuse (example: gifts presented in an event/launching); and
 - c. gifts as token for training/talk.
- iii. Employees shall declare the receipt of gifts discourteous to refuse (as para 4.7.1 ii b) to Integrity Department and request for approval to retain the gift.
 - a. Declaration shall be made in a Declaration of Gift Form A and submit to Integrity department.
 - b. Integrity Department shall forward the declaration to Chief Executive Officer (CEO) for approval.
 - c. CEO may approve the request to retain the gift or may not approve and give instruction to return the gift to the giver.
- iv. Employees shall declare any gift received by any other person for them or their department or any gift delivered by a third party or in a situation which is unable to refuse or return.
 - a. Declaration shall be made in a Declaration of Gift Form B.

- b. The gift and the declaration shall be submitted to Integrity Department.
- v. Upon receiving the gift and the Declaration of Gift Form B (as mentioned in 4.7.1 iv), Integrity Department shall:
 - a. keep a copy of the declaration in a file.
 - b. forward the declaration and the gift to CEO for instruction to dispose the gift in a manner appropriate (as mentioned in 4.7.1 vi).
- vi. The gift may be disposed as follows:
 - a. return the gift to the giver.
A covering letter must be attached together with the gift stating the policy on Corruption and Malpractice para 4.1, No Gift Policy para 4.7.1(i) and Policy Violation para 5.3.2;
 - b. dispose the gift in a manner appropriate if it is perishable in nature. CEO shall decide the manner of disposal; or
 - c. give away as donation if the gift is unable to return.
A covering letter must be attached together with the gift indicating the donation from LPPSA and the nature of the donation.

2. Giving Gifts

Employees are not allowed to give any gifts of whatever nature either directly or indirectly, regardless of value to any officer/staff and/or his immediate family of any agency whom the employee is dealing with.

- i. Giving or receiving/accepting or soliciting of gifts is an offence punishable under Malaysian Anti-Corruption Commission Act 2009 as mentioned in 4.1.2 (i).