



RECEIVED

GIFTS AND HOSPITALITY DECLARATION FORM

DECLARATION

This declaration form supports the Duopharma Biotech's Gifts and hospitality policy. Employees must declare all gifts and hospitality (**whether accepted, redistributed to Duopharma Biotech's Sports Club or declined**) as outlined in the policy and seek written approval from their Head of Department and the completed form is to be submitted to the Group Risk Management & Integrity or the Integrity Champions at all sites. Details below should be completed in the best knowledge.

Individual to complete	
1. Declaration date	
2. Name / Designation: Employee Number: Division / Department:	
<i>Details of the gift, benefit or hospitality</i>	
3. Date offered	
4. Describe the gift, benefit or hospitality offered	
5. Estimated or actual value	
6. Offered by:- Name / Position: Organisation:	
Reason for accepting the offer (sufficient detail required) and the relationship with the provider. Is the offer a festive gift? Provide details if so.	
7. Would accepting the offer: a) create an actual potential or perceived conflict of interest exist (Y/N); or b) bring you, the Company or the Board into disrepute (Y/N)? (If either is answered YES, then the offer must be declined in accordance with the minimum accountabilities)	<i>Details of the conflict of interest:</i>
8. Decision regarding offer: <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> Declined or <input type="checkbox"/> Retained or <input type="checkbox"/> Transferred to Duopharma Biotech's ownership </div> Comments: <div style="display: flex; justify-content: space-between;"> Signature of recipient: Date: </div>	
Approval from Head of Department: Approved / Not Approved Comments: <div style="display: flex; justify-content: space-between;"> Signature of Head of Department: Date: </div>	
Acknowledgment from Group Risk Management & Integrity Comments: <div style="display: flex; justify-content: space-between;"> Signature of Integrity Manager / Head of Group Risk Management & Integrity: Date: </div>	