



# GUIDELINES FOR THE RECEIPT OF HONORARIUM/SPEAKER FEES

## 1. BACKGROUND

The purpose of this guideline is to set the standard procedure and rates for an honorarium payment made in appreciation for Officers and Employees of Companies in the Duopharma Biotech Berhad Group (“Duopharma Biotech” or “Company”) who delivered talks or lectures in any formal training/workshop/event organised by external parties. An honorarium is defined as a gratuitous payment of money to an individual (“Honouree”) for his contribution to an external program for which **no fee is legally required**.

## 2. HONORARIUM RATES

All permanent/contractual/temporary/part-time Officers and/or Employees of Duopharma Biotech who delivered talks or lectures in any formal training/workshop/event by external parties are eligible for an honorarium payment at the following rate:

Job Grade	Honorarium Rate/Hour	Maximum Rate/Month
Grade JG18 and Above	RM400 <i>Or Equivalent in local currency</i>	Not more than 30% of the speaker’s monthly salary
Grade JG15 - JG17	RM300 <i>Or Equivalent in local currency</i>	
Grade JG12 - JG14	RM200 <i>Or Equivalent in local currency</i>	
Grade JG8 - JG11	RM150 <i>Or Equivalent in local currency</i>	
Support Staff	RM100 <i>Or Equivalent in local currency</i>	

The honorarium received should be declared accordingly and approval must be obtained from the Head of Department. A copy of the declaration is to be furnished to Group Internal Audit & Integrity.

### 3. TERMS AND CONDITIONS

3.1 Eligibility for an honorarium payment is subject to the following terms:

- 3.1.1 Duopharma Biotech Officers and/or Employees must obtain prior approval from his/her Head of Department (HOD) before accepting the offer to be a speaker in any formal training/workshop/event by external parties. The ultimate reporting Group Management Council (GMC) member and the Group Managing Director should be copied in the request and the approval obtained.
- 3.1.2 The organiser/coordinator of any formal training/workshop/event who gives a talk/lecture in his/her own programme is not entitled to the honorarium payment under these Guidelines.
- 3.1.3 Honorarium can be paid at a rate of half an hour for every half an hour after the first hour subject to the talk/lecture session has been set for more than one hour by the organiser.
- 3.1.4 It is advised that Officers and/or Employees of Duopharma Biotech who has received external engagements should communicate the Company's Honorarium Guidelines to the inviting organisation.
- 3.1.5 Any other transportation/accommodation/meal or etc. reimbursement that is provided by the organiser does not constitute part of the honorarium payment.
- 3.1.6 If the honorarium payment received exceeds the stipulated rates above, the balance proceeds will need to be returned to the organiser or to the Duopharma Biotech's Sports Club and proof of receipt is to be maintained by the honouree.
- 3.1.7 Honorarium payment in excess of 30% of the salary of any Officers and/or Employees shall be subject to the approval of the Group Managing Director.

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