



**CENTRAL
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BASE**

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Approved under
Decree of CMB LLC
Dated 10.06.2019 No.31

BUSINESS GIFT AND BUSINESS HOSPITALITY EXCHANGE RULES

1. GENERAL PROVISIONS

1.1. These Business Gift and Business Hospitality Exchange Rules (hereinafter referred to as the Rules) have been developed in compliance with Article 13.3 of Federal Law dated December 25, 2008, No. 273-FZ «On the Corruption Control», the Anti-Corruption Action Plan approved under Decree of CMB LLC (hereinafter referred to as the Company) dated 10.06.2019 No.28, and other effective statutory instruments concerning corruption control, identification and settlement of conflicts of interest.

The Rules shall set forth the general requirements for the grant and acceptance of business gifts as well as business entertainment exchanges for the employees of the Company.

1.2. These Rules shall extend to the employees, irrespective of the position level held.

The terms «business gift», «business entertainment» shall be understood as the gifts received in relation to:

- an official position or in relation to performance of the employment (official) duties;
- hospitality events, business travels, and other official events.

An exception shall be the stationery items received by every participant of hospitality events, business trips, and other official events in the course of the above-mentioned events in order to perform their employment (official) duties, flowers, and valuable gifts granted as an incentive (award).

1.3. The goals of these Rules shall be to:

- provide a uniform understanding of the role and place of business gifts, business hospitality, and entertainment events;
- specify the common requirements imposed on the Company's employees for the grant and acceptance of business gifts, for the management of and participation in entertainment events;
- minimize the risks related to potential abuse concerning the grant of gifts and the provision of business hospitality, entertainment events;
- support a culture, where business gifts, business hospitality, entertainment events shall be considered only as a tool to establish and maintain business relations and as a practice of generally recognized courtesy in the course of the Company's business.

2. REQUIREMENTS FOR BUSINESS GIFTS AND BUSINESS HOSPITALITY

2.1. Business gifts and business hospitality shall be a generally recognized practice of courtesy in the course of the Company's business.

2.2. Business gifts to be granted and business hospitality shall be only handed over and rendered on behalf of the Company.

2.3. Business gifts to be granted and business hospitality shall not:

- be expensive (cost more than Ruble three thousand, except for the grant in relation to the hospitality and other official events) or luxury articles;
- establish the gift recipient's obligations relating to his or her official position or performance of the official duties;
- operate as a latent reward for the service, action or omission, forbearance or patronage, entitlement or certain decision-making or an attempt to influence the recipient for any other illegal or unethical purpose;
- create a reputation risk to the Company;
- be cash, non-cash money, securities, precious metals.

2.4. Business gifts to be granted and business hospitality can relate directly to the established goals of the Company's business, to commemorative dates, anniversaries, national and professional holidays.

3. DUTIES OF EMPLOYEES

3.1. The employees may only accept business gifts, business hospitality in compliance with the provisions of anti-corruption laws of the Russian Federation and these Rules.

3.2. The employees shall:

- when accepting a business gift or business hospitality, take steps to prevent a potential conflict of interest;
- in case of a conflict of interest or a potential conflict of interest upon acceptance of a business gift or business hospitality, notify the employer of that under the established procedure;
- report the acceptance of a business gift, surrender the same under the established procedure (except for the stationery items received by every participant of hospitality events, business trips, and other official events in the course of the above-mentioned events in order to perform their employment (official) duties, flowers, and valuable gifts granted as an incentive (award) by the body authorized for such incentive.

3.3. The employees shall be prohibited to:

- in the course of business negotiations, when entering into contracts as well as in other cases when such actions can influence or create an impression of their influence on the decisions taken, accept offers from the entities or third parties concerning the grant of business gifts or rendering of business hospitality;
- request, demand, compel the entities or third parties to grant business gifts to them or their close relatives or affined persons and (or) render business hospitality in their favor;
- accept gifts as cash, non-cash money, securities, precious metals.

4. LIABILITY OF EMPLOYEES

4.1. The employees shall bear disciplinary, administrative, and other liability as provided under federal laws for noncompliance with these Rules.