

ENTERTAINMENT, GIFTS AND HOSPITALITY

Quay Transport Ltd (QTL) have a number of suppliers from various industries. Some of these are key suppliers that QTL use on a daily basis and some less frequent. In order to ensure impartiality among all QTL Directors and Employees, the following rules must be adhered to:

- Gifts from suppliers such as pens, paper pads, USB sticks and other stationery can be accepted without the need for reporting this to Management
- Gifts that are personalised e.g. clothing or more expensive items such as branded pens must be reported to the Management
- All gifts that are alcoholic e.g. wine, beer & spirits must be reported to Management and if deemed appropriate, the recipient will be allowed to retain the gift
- Offers of hospitality or entertainment must be reported to Management and the decision on whether this can be accepted or not will be made (offers of this type will generally be accepted if there are other companies there and also if it is an industry event, but must still be reported)
- No QTL employee will meet a supplier off-site to collect a gift of any sort
- QTL may offer small gifts such as calendars, diaries and other stationery to customers and suppliers at the discretion of the Directors
- Any Director or Employee of QTL who receives a gift of any type while employed by the company that is in connection with the company activities may be requested to return the gift to the customer/supplier

Any person found to be acting contrary to this policy will face disciplinary action.

Signed 
Gary Kirkby.
Managing Director.

30th June 2020

Last Review June 2022