

First Bank of Nigeria Limited



POLICY ON RECEIVING OF GIFTS AND  
HOSPITALITY FROM THIRD PARTIES

## POLICY ON RECEIVING OF GIFTS AND HOSPITALITY FROM THIRD PARTIES

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### Document History – Change Record

Issue Date	Issue No	Obsolete/Current/Archived	Reason/Notes
21/07/2016	Issue 1	Obsolete	First Manual Approved
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### Reviewers & Approvals

Name	Position	Signature	Issue No
Omoniye OLAWUYI	Chief Compliance Officer (Relief)		4
Olumuyiwa OLULAJA	Group Head Human Capital & Management Development		4
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Olusegun ALEBIOSU	Chairman, Management Committee		4
Tope OMAGE	Chairman, Board Risk Management Committee		4
Ebenezer OLUFOWOSE	Chairman, Board of Directors		4

### Ownership/Custodianship of the Manual

The Chief Compliance Officer has overall responsibility for the implementation of this policy, monitoring effectiveness and dealing with queries with regard to its interpretation in line with the Bank's legal and ethical obligations.

Supervisors at all levels are responsible for ensuring that their direct reports are made aware of the policy and adequately informed of its application.

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It shall be subject to review every three (3) years or as required, to keep it up to date with changes to relevant regulations or best practice. All suggestions for review and/or amendments shall be forwarded to the Chief Compliance Officer who has the responsibility for review, including obtaining Management/Board approvals of the amended policy.

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### **DEFINITIONS**

#### **GIFT**

Gift means anything of value, including – but not limited to – loans, cash, favorable terms or discounts on any product or service, entertainment, services, equipment, prizes, products, transportation, lunch/meals, use of vehicles, vacation or other facilities, stocks or other securities, home improvements, tickets, gift certificates, gift cards, discounts or any other benefit except those generally available to all persons/entities in scope under this policy.

Gift does not include:

- Official FirstBank branded goods or items
- Official FirstBank sponsored functions, promotions or hospitality events

#### **EMPLOYEES**

Employees are executive directors, line executives and staff (core and non-core) of FirstBank.

#### **THIRD PARTY**

Third Party refers to any individual or entity who interacts with the Bank in a business capacity, including customers, vendors, consultants, and contractors. For the purpose of this policy, Third Party excludes immediate families, friends and associates of the employees.

#### **MONITORING OFFICER**

The designated compliance officer responsible for overseeing the process of declaration, recording and disposal of gifts in accordance with the bank policies, regulatory requirements, and ethical standards.

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### **IMMEDIATE FAMILY MEMBERS**

Immediate family member is a child, step-child, parent, step-parent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law and any person (other than a tenant or associate) sharing the household of employees including the executive directors, line executives and staff (core and non-core) of FirstBank.

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## 1. INTRODUCTION

In accordance with the principles articulated in the FirstBank Professional Code of Ethics and Business Conduct, First Bank Nigeria Limited (FirstBank) is committed to promoting an ethical business environment. This commitment ensures that all employees adhere strictly to the highest levels of transparency and integrity in all processes and actions.

The policy on receipt of gifts and hospitality from Third Parties is one of the extant policies put in place by FirstBank to promote integrity and transparency in the receiving of gifts and other benefits and to detect and respond appropriately to observed misconduct in the system. The key standards adopted in defining this policy include:

- Section 494 of the Criminal Code prohibits and imposes fines/imprisonment on an agent who accepts, for himself or for any other person, any gift or consideration as an inducement or reward for doing or not doing any act in relation to his principal's affairs or business.
- Section 46 of the Banks and Other Financial Institutions Act 2020 prohibits staff of banks from soliciting or receiving gifts and commissions for personal benefits or advantage without authority or compliance with rules and guidelines.
- The Corrupt Practices and Other Related Offences Act, 2000
- The Economic and Financial Crimes Commission Act (Cap E1, LFN 2004)
- The Code of Conduct Bureau and Tribunal Act, (Cap C15, LFN 2004)
- The Code of Conduct in the Nigerian Banking Industry 2014.
- United Kingdom's Bribery Act 2010 and other related international legislations.

FirstBank's reputation and continued success as a leading brand among its peers is built on the foundation of integrity and transparency. Therefore, all employees are required to act in accordance with the highest standards of ethics and be committed to treating all persons and organizations with which they come in contact or conduct business with impartially.

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FirstBank recognises that accepting or receiving certain gifts could aid in building business relationships, particularly during the festive seasons. It is noted that occasionally, souvenirs may also be received as complementary gifts at training, workshops and seminars attended by employees. Employees may in such circumstance(s) and subject to applicable rules, accept offers of gifts.

However, FirstBank acknowledges that the receipt of gifts could create a conflict of interest or the appearance of a conflict of interest and may give rise to an adverse inference regarding the integrity of either the donor or the employee.

For instance:

- a. In the procurement process, the receipt of gift or hospitality may impair (or be seen to impair) impartiality of the parties involved in the procurement cycle of the Bank.
- b. When onboarding a client or conducting transactions on behalf of a customer, an inappropriate gift to an employee may imply an inducement for over-relaxing due diligence standards.
- c. In relationships with Third Parties, the receipt of gifts might suggest inappropriate inducement to enter/ continue such relationship.
- d. In some instances, the receiving of gifts and entertainment may be interpreted as a bribe, which is unlawful, damages the reputation of the Bank and may lead to criminal prosecution.

Therefore, it is required that appropriate measures are instituted to guide the receiving of gifts by employees, in relation to potential or existing vendors, suppliers, customers, potential employees, potential vendors o suppliers, or any other individual or organization.

At FirstBank, the policy on gift and hospitality is a two-part document that addresses:

- a. Policy on the Receiving of Gifts and Hospitality from Third Parties
- b. Policy on the Giving of Gifts and Hospitality to Third Parties

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These policies should be read in conjunction with other relevant conduct policies of FirstBank including but not limited to the Conflict of Interest and Related Party Transactions Policy and Procedure, Anti-Bribery and Corruption Policy and the Corporate Responsibility and Sustainability Policy.

### 2. SCOPE

This policy applies to all employees including executive directors, line executives and staff (core and non-core) of FirstBank and their immediate family members.

It is pertinent to note that this policy does not replace but rather complements the Bank's approved internal controls, policies, and guidelines.

### 3. OBJECTIVES AND OUTCOMES

#### 3.1 Policy Objectives

FirstBank conducts business based on its principles of quality, service excellence, optimal pricing and technical ability and recognizes that employees, in the course of their dealings may be required to accept or receive gifts from Third Parties to build business relationships. To avoid any impropriety in the acceptance and receipt of gifts, it is imperative that all employees should, at all times, be aware of the wider implications of the offer. Therefore, the main objectives of this policy are:

- Provision of guidance on acceptable/expected behaviors in line with the core values of the Bank.
- Promotion of transparency, protecting the Bank's reputation, maintaining integrity and objectivity; and avoidance of business-related conflicts of interest.
- Preventing bribery and corruption

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- Ensuring fair business practice; by discouraging any undue influence or favoritism that may result from the receiving of gifts and hospitality.
- Promoting a positive organizational culture
- Ensuring fairness in the interests of employees and FirstBank.
- Create an audit trail of the process for the acceptance and receiving of gifts.
- Compliance with requirements of various laws, legislations and regulations relating to the prohibition of corruption.

### 3.2 Policy Outcomes

These objectives, if properly implemented should:

- Eliminate any unjustified perception of self-interest, prejudice or bias by employees acting in situations where the Bank has approved the acceptance and receipt of gifts by employees.
- Provide a structured process for the receipt of gifts by employees thereby protecting them from misplaced charges of conflict of interest or corruption.
- Permit employees, in appropriate circumstances, to receive gifts, on the condition that such gifts do not interfere with or have the potential to improperly influence their judgments or inappropriately interfere with their responsibilities to the bank or when acting on behalf of the bank. In such an instance, an employee must be seen to be fair, impartial and unbiased.
- Prevent bias in judgement and decision making as a result of being influenced by receipt of gifts.

## 4. POLICY STATEMENT

- i. Except as provided in this policy, FirstBank generally prohibits its employees from soliciting, accepting or from agreeing to solicit, accept or receive any gift, whether in cash

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or in any other form, directly or indirectly from anyone in connection with the business of the Bank.

- ii. All gifts received must be disclosed in line with guidelines laid down in this policy.
- iii. An employee's immediate family member is prohibited from soliciting, accepting or receiving any gift directly or indirectly from a Third Party on behalf of the employee.
- iv. All travel at the invitation and expense of Third Parties by employees or employee's immediate family members as well as acceptance or receipt of cash to defray travel costs are prohibited except where prior approval has been obtained from Management.
- v. Invitation to breakfast, lunch, or dinner from Third Party is only permissible, where such invitation is to discuss business matters either with representatives of the hosting organization or representatives of other organizations that might have common interests with the hosting organization; provided the venue and hospitality are not in themselves an inducement to accept the invitation or the purpose of the invitation.
- vi. Where an invitation is extended to Third Party sponsored conferences and trade shows, the hospitality received should be supplementary to the event and it is expected that business insight would be gained from such an event. However, prior approval must be received from the MD/CEO through respective line executives before acceptance of such invitation.
- vii. Invitations to social events should only be accepted where the Bank's interests can be clearly defined in advance.
- viii. Where hospitality includes travel or accommodation being extended, this must be declined. Exception to this rule is when employee is speaking at a conference and travel and accommodation is provided by the organizers. However, prior written approval must be received from MD/CEO through respective line executives before attendance.

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- ix. The Bank has zero appetite for employees engaging in conflict of interests and corrupt practices associated with the receipt of gifts from Third Parties.
- x. Any actual or suspected breach of this policy will be investigated, and any employee found to be in breach would be subjected to the Bank's disciplinary proceedings.
- xi. Any overt or covert offer of any gift, benefit, or other inducement to take some action or prospective decision must be reported through the approved whistleblowing channels.
- xii. The following gifts are strictly prohibited:
  - Cash or cash equivalents, such as gift cards.
  - Gifts offered to employees' immediate family by a Third Party regardless of their value.
  - Gifts that may influence, or appear to influence, an employee's professional judgment or decisions.
  - Gifts that violate any laws or regulations.
  - Gifts that could be perceived as bribes, kickbacks, or unethical behavior.
  - Gifts that could compromise the bank's reputation or integrity.
- xiii. Whenever in doubt as to whether a disclosure is required regarding receiving or acceptance of a gift as stipulated in this policy, it is the duty of the employee to seek for further clarification/advice from respective Heads of Department or the Chief Compliance Officer.

### 5. PROCEDURE FOR THE ACCEPTANCE OF GIFTS

5.1 Employees should actively, but sensitively, discourage Third Parties from offering personal gifts of any kind. However, where personal gifts are received, the procedure for acceptance is outlined below.

- i. All gifts received must be declared in line with guidelines laid down in this policy.
- ii. Provided there is no corrupt intent, only gifts of value above the set limit of ~~N~~50,000.00 **(Fifty Thousand Naira only)** or its equivalent in any other currency is required to be handed

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over in line with this policy. Gifts with a monetary value below ₦50,000 subject to other relevant provisions of this document may be retained but should be declared.

- iii. Cash gift of any value is, however, **PROHIBITED**. Where a cash gift is given by a Third Party and the recipient is unable to return it to the Third Party, same must be declared and deposited into the Corporate Social Responsibility (SPARK) account as advised by the Compliance Department.
- iv. When receiving or accepting such gifts, an employee must:
  - Declare the acceptance or receipt of any gift as soon as practicable but not later than seven (7) working days from the date of receipt, through the online Gift Declaration Register.
  - Declare the acceptance or receipt of more than one gift from the same Contractor, Consultant, Agent of the Bank or any other Third Party within a period of three months.
- v. Every employee should note that:
  - The acceptance or receipt of the gift may not take place in circumstances that amount to a conflict of interest on the part of the employee as explained in the Bank's *Conflict of Interest and Related Party Transactions* Policy and Procedure.
  - The acceptance or receipt of the gift may not take place in circumstances that amount to Bribery and Corruption, as is also explained in the Bank's *Anti-Bribery and Corruption* Policy.
  - An employee shall not request or accept loans from any person or business organization that presently does or seeks to do business with the Bank.

If in doubt on how to treat a gift, a declaration should be made in the prescribed format.

### 5.2 Factors to be considered in the receiving of gifts

- Is the gift an appreciation for good services?
- By accepting the gift, is the employee satisfied that they are under no obligation of any kind?

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- Is any action expected as a result of accepting the gift?
- Was the gift offered openly or covertly?
- Is the gift deemed appropriate and in line with business practices?
- How frequently are the Third Parties offering gifts?

## 6 OTHER GIFT CATEGORIES

### 6.1 Gifts Exchanged by Employees in the Workplace

- Gifts exchange among colleagues is permitted during festivities in fostering camaraderie, subject to a set limit of ₦50,000.00 to ensure fairness and avoid undue influence. Provided there is no corrupt intent, only gifts of value above the set limit of ₦50,000.00 (**Fifty Thousand Naira only**) or its equivalent in any other currency is required to be declared and handed over in line with this policy. Gifts with a monetary value below ₦50,000 subject to other relevant provisions of this document may be retained and not declared.

### 6.2 Souvenirs at External Official Functions and Engagements

- FirstBank recognises that employees attend official training, seminars, workshops, and similar events where souvenirs may be received. Therefore, considering the nature and objective of such souvenirs, any souvenirs received by an employee while attending official training, seminars, workshops, or similar events organized or endorsed by the Bank shall be exempt from the requirement of declaration under this policy.
- For the purpose of this provision, "souvenir" shall be defined as a token or memento received by employees during their participation in an official training, seminar, workshop, or similar professional event.

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However, where the nature or value of the souvenir may raise concerns regarding potential conflicts of interest or ethical implications, it shall be subject to review and reported in accordance with this policy.

### 7. THE REGISTER AND REPORTING OF GIFTS

- All employees must ensure that information on all qualified gifts is detailed in the online gift declaration register through which the gifts are centrally tracked by the Monitoring Officer.
- The online gift declaration register must be filled and submitted by the employee for self, or on behalf of others and an instant acknowledgment notification is received.
- The Monitoring Officer reviews and monitors the register and presents a bi-annual report to the Chief Compliance Officer (CCO).
- The CCO presents a bi-annual report to the Board on the declaration and disposal of gifts.

### 8. GIFT DISPOSAL PROCESS

In line with the Gift policy of the Bank, employees are expected to follow the process detailed below in disposing of the declared and collected gifts.

#### 8.1 Procedures

No	Action and Description	Responsibility
1.	<b>Receive declared gifts:</b> <ul style="list-style-type: none"><li>• Compliance Officers (ACOs) receive gifts declared and handed over by the branches and regional business offices</li><li>• The Monitoring Officer receives the gifts declared and handed over in the head office and annexes</li></ul>	<ul style="list-style-type: none"><li>• Area Compliance Officer (ACO)/Zonal Compliance Officer</li><li>• Monitoring Officer</li></ul>
2.	<ul style="list-style-type: none"><li>• Gifts are reviewed to ascertain their value</li><li>• Items below ₦50,000 are retained by the recipients/beneficiaries</li></ul>	
3.	<ul style="list-style-type: none"><li>• Gifts from head office departments/annexes are transferred to the Compliance Department for custodianship and documentation.</li></ul>	

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	<ul style="list-style-type: none"> <li>The disposal of gifts within the branches is coordinated by the Zonal Compliance Officers (ZCOs) through the Area Compliance Officers (ACOs) in line with this policy.</li> </ul>	
4.	<b>Sort &amp; Evaluate Gift items:</b> <ul style="list-style-type: none"> <li>Check and categorize gift items into suitable for homes, orphanages and items not suitable for homes.</li> <li>M&amp;CC is alerted on the gifts items to be sent to Charity Organizations.</li> </ul>	
5.	<b>Approve sorted items for disposal:</b> Approve the gift items sorted and categorized for disposal	Chief Compliance Officer
6.	<b>Auction gift items to staff:</b> Gifts items excluded from home & orphanage categories are auctioned to FirstBank staff after communication to staff through M&CC.	<ul style="list-style-type: none"> <li>Area Compliance Officer (ACO)/Zonal Compliance Officer</li> <li>Monitoring Officer</li> </ul>
7.	<b>Monies realized from Auctions:</b> Monies realized from auctions are deposited directly by the staff into the Corporate Social Responsibility (SPARK) account	
8.	<b>Send selected gift items to Charity:</b> <ul style="list-style-type: none"> <li>Gift items suitable for charity are sent to approved homes and orphanages as communicated by M&amp;CC within the respective states/towns where branches are located.</li> <li>For gifts received from Head office, this is picked up by the notified Charity Organisation at the Compliance Office</li> </ul>	Area Compliance Officer (ACO) for the cluster; M&CC to coordinate for HO
9.	<b>Send report from branches:</b> Report on disposed gifts within the branches are forwarded to the Monitoring Officer for consolidated reporting to the CCO.	Zonal Compliance Officer (ZCO)
10.	<b>Reporting Activity</b> Communicate outcome of gift receipt, declaration and disposal accordingly in reports to the Board	Chief Compliance Officer

8.2 All gift items declared and handed over to the Area Compliance Officer at branches must be disposed within each quarter of receipt and report on disposed gifts forwarded to the Monitoring Officer.



## **9. NON-COMPLIANCE AND REPORTING**

### **9.1 Disciplinary Action**

Non-compliance with this policy and the procedures described in it may be considered as misconduct and erring employees subjected to disciplinary action that could lead to suspension, and in serious cases, summary dismissal.

All suspected incidents of corruption and contraventions of this policy should be reported by employees to the Chief Audit Executive for investigation and recommendation as appropriate in line with the Whistleblowing Policy of the Bank.

### **9.2 Waivers/Dispensations**

There are no waivers or dispensations allowable under this policy.

## **10. ROLES & RESPONSIBILITIES**

### **10.1 The Board of Directors and Management**

The Board is ultimately responsible for ensuring that an appropriate/effective structure and process is in place to manage the acceptance and receipt of gifts effectively.

### **10.2 Internal Audit**

Internal Audit conducts periodic reviews to provide independent assurance to the Board through Management that the policy on the receipt of gifts and hospitality is implemented and followed, and that the risks are being appropriately assessed, managed, and controlled.

### **10.3 Chief Compliance Officer (CCO)**

- The CCO coordinates the implementation of the framework governing the policy and all updates thereto, whilst monitoring the review of the procedures, reporting obligations and awareness responsibilities under the policy.

- Furthermore, in consultation with other relevant role players, the CCO ensures that all contraventions are investigated in accordance with relevant approved policies.

#### **10.4 Monitoring Officer**

The Head, Corporate Compliance Review within the Compliance function is the Monitoring Officer (MO) coordinating the acceptance and disposal of gifts in the Bank.

### **11. TRAINING AND AWARENESS**

- All employees will receive regular training and awareness of this Policy including the identification of potential conflicts of interest and the reporting procedures to ensure understanding and compliance.
- The policy is available to all employees on the corporate intranet and shall be communicated to all employees through newsletters, compliance training, learning series and other communication channels.
- The Compliance Department must ensure that all employees are made aware of the existence of the Gift Register with requisite access to it.
- Employees will be required to acknowledge their understanding and compliance with this policy using the Staff Declaration on the last page of this policy.

### **12. CONCLUSION**

This policy should be read in conjunction with other relevant policies of the bank. It is the responsibility of all employees to ensure that the spirit and letter of this policy are adhered to at all times.

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**13. STAFF DECLARATION**

I have read and understood the **Policy on The Receipt of Gifts and Hospitality from Third Parties** of First Bank of Nigeria Limited. I understand that if I misrepresent the material nature of any gift accepted or received, that such action could constitute misconduct that may result in disciplinary action being taken against me, which may result in dismissal.

**NAME:** -----

**STAFF NO:** -----

**BUSINESS UNIT/DEPARTMENT:** -----

**SIGNATURE:** -----

**DATE:** -----