



Coal Asia Holdings

Reliable energy resources through responsible mining

ACCEPTANCE OF GIFTS POLICY

I. Objective

Coal Asia Holdings Incorporated (the “Company”)’s Acceptance of Gifts Policy aims to strengthen the Company’s commitment in upholding and integrating ethical business practices and corporate governance practices in all of its business transactions. This policy also ensures the integrity of any form of procurement done by the Company.

II. Policy

To prevent any conflict of interest and/or undue influence, acceptance of gifts and entertainment of significant value may not be accepted by directors, officers or employees from any contractor, supplier or customer of the Company. Neither can their immediate family and/or representatives accept such on behalf of the director, officer or employee.

III. Guidelines

- A. A Gift is any form gratuity or benefit, either monetary or otherwise, received by a director, officer, employee or their immediate family by reason of or in relation to his/her position and/or duties from the Company’s prospective and current contractors, suppliers and customers. A Gift includes but not limited to cash, loans, commissions, allowances, employment, travel and any form of entertainment.
- B. Directors, officers and employees are prohibited from soliciting or accepting gifts from the Company’s contractors, suppliers, customers and other business partners of the Company.
- C. Directors, officers and employees of the Company may accept gifts of nominal value provided that the said gifts were voluntarily given by a third person (*e.g.*, contractors, suppliers and customers) without any form of solicitation from the said director, officer or employee. A gift shall be considered as having nominal value if its approximate value does not exceed Three Thousand Pesos (P3, 000.00).