

# Corporate Entertainment

As part of business protocols, practices or transactions it is likely that we are required to entertain or be entertained for a business dinner or meal or meet in a public restaurant, hotel room, hotel or public place of entertainment.

However, great care must be exercised before extending or accepting an invitation of this nature.

Corporate entertainment is defined as entertainment, which is clearly part of business protocols and or practices. Hosting dinners or being part of such entertainment that is linked to corporate functions, part of business meetings etc will be deemed to be corporate entertainment.

Indulging in business entertainment that is unwarranted or not crucial / intrinsic to a business transaction will be viewed as an unethical practice for personal self-fulfillment.

## **Guidelines to accept and extend invitation for business entertainment:**

- Always obtain prior and specific consent and approval before accepting or extending invitations for Corporate entertainment. It is highly advisable to obtain prior written approval. Clearly establish the need and importance of such entertainment irrespective of the cost and who foots the bill for such entertainment. Entertaining corporate clients or being entertained by them on a casual basis, for fun or to kill time is strongly discouraged.
- Avoid corporate entertainment on a one to one basis involving other fellow employees, corporate clients, business associates and partners. To the extent possible always entertain in a group.
- If alcoholic beverages are to be served at such meetings obtain prior approval. Refrain, unless unavoidable, from entertaining in your hotel room. Always entertain in a public place.
- Do not involve or invite other employees not associated with the corporate / business process at such occasions.
- Do not invite friends and family members or other persons not associated directly with the corporate / business process unless an official invitation is extended to them to attend such occasions.
- Do not entertain or accept invitations from corporate clients, business associates, vendors and suppliers at your or their residences for corporate entertainment. Strictly avoid business entertainment at home unless un-avoidable. Keep the Head of Department informed of such entertainment.
- Frequent entertainment without a clear business or corporate objective will be viewed as a breach of this ethics policy.
- Always ensure that you entertain within sanctioned budgets. The place and choice of entertainment should be in a reasonable and dignified place.

**Strive to achieve business and corporate goals and create a business environment that is, to the extent possible, independent of corporate entertainment.**