

Gift Policy

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Prepared by: Quality Manager

Approved by: General Manager

Green Roads Trading Establishment is a Type (A) inspection body operating in accordance with ISO/IEC 17020:2026 requirements. It specializes in inspection and metrological verification of fuel pumps at service stations, and its services include initial verification, periodic verification, and post-maintenance verification.

This policy aims to prevent gifts, hospitality, or any other benefit from being used as a means of influencing—even superficially—the outcome or decision of an inspection. This is to protect the impartiality of the establishment and the reputation of its employees, as well as anyone who might be offered something unacceptable.

This policy applies to all employees, contractors, committee members, and those acting on behalf of the establishment, as well as their first-degree relatives when the benefit is related to the employee's position. It also applies to all dealings with service stations, their owners, supervisors, and suppliers.

Standard reference and applicable requirements:

- ISO/IEC 17020:2026 — Requirements for inspecting bodies.
- Regulatory requirements issued by the Saudi Standards, Metrology and Quality Organization (SASO) regarding fuel pump verification.
- Saudi Standards and Applicable International Recommendations (OIML).

General Rule:

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- An employee is prohibited from soliciting or accepting any gift, cash, personal discount, service, hospitality, accommodation, ticket, or any other benefit from an entity subject to inspection, or from the entity requesting inspection, or from its representatives, before, during, or after an inspection.
- Offering any of these to the client, its representatives, or any regulatory body is also prohibited.
- This prohibition applies regardless of the value of the benefit, the intention of the provider, or whether it is customary, as long as it is related to the employee's status or to an ongoing or potential inspection activity.
- Cash and its equivalents—prepaid cards, vouchers, and transfers—are absolutely prohibited without exception.

Limited Exception:

- The prohibition does not apply to items offered as simple general hospitality within the workplace and not specifically for the employee, such as water, coffee, or a snack during a field visit. ● In all cases, the exception does not apply if the offering entity is subject to an ongoing or imminent inspection, or if it has a complaint or grievance pending.

Disclosure and Disposition:

- The employee must disclose in writing any offer received—whether accepted or rejected—within two working days of the offer date, using the Gift or Benefit Disclosure Form.
- Each disclosure is recorded in the Gifts and Benefits Register maintained by the Quality Management Department, and a summary is presented at the Management Review Meeting under the principle of impartiality.
- If the gift cannot be returned without gross misuse, it is handed over to the Quality Management Department, and the General Manager makes a decision regarding its disposal to the benefit of the organization or its donation. This decision is documented.
- The Technical Manager must be notified immediately if an offer is accompanied by an explicit or implicit request to influence an outcome. This notification is treated as a threat to impartiality in accordance with the Impartiality Risk Management Procedure GR-QR-02. Violations and Penalties:

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- Accepting a benefit without disclosure constitutes a serious violation, resulting in a recorded non-compliance status. The employee's authorization for related activities is suspended until the investigation is concluded.
- The impact of the violation on inspection reports issued to the relevant authority is assessed, and a written decision is made regarding their review or withdrawal.
- A confirmed violation entails disciplinary action, which may lead to termination of the contractual relationship, without prejudice to legal liability if bribery is suspected.

Availability and Review:

This policy is distributed to all employees who must sign to acknowledge their understanding of it. It is also communicated to clients upon contracting to avoid embarrassment for either party. It is reviewed at least annually and whenever an incident warrants amendment.

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