

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 1 <b>of</b> 20
		<b>Procedure No.:</b> 10-03-06



## COMPANY PROCEDURE

### Gift and Hospitality Procedure No. 10-03-06

---

Last revision: February 2016 Version No. 4.1

This procedure may change at any time according to the company's discretion. The contents of the procedure are general guidelines and the company reserves its right to deviate from the procedure, as determined necessary.

This document contains proprietary or confidential information of the company.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 2 of 20</b>
		<b>Procedure No.:</b> 10-03-06

## 1. Procedure Information

Version No.:	<b>4.1</b>
Last revision:	<b>February 2016</b>

Summary of revision:	Description	Revised Sections
	New sections	7.2
	Changes in existing sections	3.5, 3.6, 5.1.10, 8, 9, 10, Appendix 2
	Horizon changes	9

**Applicability and Implementation:** All Amdocs Employees and Contractors, Board of Directors

**Updating:** Legal and Marketing Departments

### Approved by:

Department **Amir Kaiser, General Counsel**  
Head: Signature Feb. 2016  
date: Signature: "Original Signed"

Department **Chris Williams, Head of Marketing**  
Head: Signature Oct. 13, 2015  
date: "Original Signed"  
Signature:

Procedure's Auditor : **Yael Shaham, General Manager - Global Operations**  
Signature date Feb. 29, 2016  
Signature: "Original Signed"

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 3 of 20</b>
		<b>Procedure No.:</b> 10-03-06

## Table of contents

1. Procedure Information .....	2
2. Purpose .....	4
3. Definitions .....	4
4. Reference Documents .....	5
5. Policy .....	5
6. Gifts .....	6
7. Hospitality .....	7
8. Receiving Gifts and Hospitality .....	9
9. Approvals Required .....	9
10. Process .....	12
11. Payment Process .....	13
12. Budgetary Control .....	18
13. Record of Documentation .....	18
14. Appendices .....	18

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 4 of 20</b>
		<b>Procedure No.:</b> 10-03-06

## 2. Purpose

This policy is intended to provide guidance to all Amdocs Employees, Contractors and the Board of Directors regarding the acceptance and giving of gifts, as well as hospitality and entertainment activities related to Third Parties.

Amdocs is committed to establishing the highest standards and promotion of good practice in relation to bribery and corruption prevention as a reflection of its core values of integrity, corporate responsibility and transparency. This Gift and Hospitality Procedure, together with the [Amdocs Anti-Bribery and Corruption Procedure](#), the Amdocs [Appointing and Operating Agents in the Group Procedure](#) and the [Amdocs Code of Ethics and Business Conduct](#), form the basis of Amdocs' anti-corruption compliance program and are intended to ensure that Employees, Contractors and directors are aware of anti-corruption legislation, understand the consequences of incompliance with such legislation and become acquainted with the relevant Amdocs procedures.

This policy applies across all of Amdocs' operations at national and international level. It applies to all directors, officers, Employees and Contractors of Amdocs, worldwide.

All Amdocs Employees, Contractors and directors are expected to conduct Amdocs' business legally and ethically. Amdocs does not seek to gain any improper advantage through the giving of gifts, entertainment, hospitality, loans, gratuities or other courtesies. Similarly, the impartial judgment of Amdocs Employees, Contractors and directors must not be compromised through the receipt of such courtesies. Giving or receiving gifts or other gratuities must be performed and approved under the rules of this procedure.

## 3. Definitions

**3.1. "Amdocs"** means Amdocs Limited and/or any of its subsidiaries and affiliates.

**3.2. "Contractors"** means agents, representatives, business partners or independent contractors acting on behalf of Amdocs to obtain or retain business, gain a business advantage or influence the Government or other Third Parties.

**3.3. "Employees"** means all personnel employed by Amdocs.

**3.4. "Events"** means large events that are normally organized by Amdocs for numerous Third Parties together, such as customer events and conferences, charity events or the like.

**3.5. "Charity"** means a payment of cash or other thing of value to (1) any entity recognized as a charitable organization under local law, (2) any entity primarily organized to confer a community or public benefit, or (3) any entity that is organizing an event to confer a community or public benefit."

**3.6. "Gifts"** means anything of value given to a Third Party.

**3.7. "Gift and/or Hospitality Expenses"** means any business expense related to Gifts and/or Hospitality and/or Charity and/or Events, to a Third Party, as noted in Sections, 3.4, 3.5, and 3.6.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 5 of 20</b>
		<b>Procedure No.:</b> 10-03-06

**3.8. “Hospitality”** means any hosting activity of a Third Party which generally includes travel, meals, invitations to sporting and cultural events, holiday gatherings and celebrations or the like, sponsorship at events hosted by Third Parties, invitations to conventions including Events, Charity, all with respect to employees and representatives of a Third Party.

**3.9. “Government Official”** is as defined in Appendix 1 attached hereto.

**3.10. “Third Party”** means any existing or potential customer of Amdocs and any prime contractor and partner whose intended function is to promote the products and/or services of Amdocs (such as resellers) and any person and/or entity acting on their behalf.

#### **4. Reference Documents**

- [4.1. Amdocs Code of Ethics and Business Conduct](#)
- [4.2. Anti-Bribery and Corruption Procedure](#)
- [4.3. Amdocs Appointment and Operating Agents in the Group](#)
- [4.4. Purchase of Products and Services, procedure no. 12-01-12](#)
- [4.5. Reimbursement of Travel Expenses, procedure no. 06-02-01](#)
- [4.6. Reimbursement of Non Travel Expenses, procedure no. 07-02-02](#)

#### **5. Policy – General Provisions**

##### **5.1. Any Third Party:**

**5.1.1.** The varying pre-approval requirements for Gifts, Hospitality and Events involving Third Parties are specified in Section 9 of this policy. As a general matter, such activities must adhere to the below standards. Third Parties who are Government Officials are also subject to the provisions of Section 5.2 in addition to any other provision of this Policy.

**5.1.2.** The Gift and Hospitality On-Line Form is to be submitted for approval and be approved prior to execution of the activity. For meals, the form may be submitted after the meal took place if the meal could not have been planned enough time in advance and provided the amount spent does not exceed the amounts specified in Appendix 2 of this Policy.

**5.1.3.** Gifts, Hospitality and Events may only be offered to Third Parties, or accepted, if they are intended to serve legitimate business goals and comply with this policy. These include Events and Hospitality that are incidental to conducting legitimate business discussions and promotion of the company’s products or services, Gifts that are of low value and provided in keeping with local custom.

**5.1.4.** Gifts, Hospitality and Events may not be given if they are intended or are likely to improperly influence, or even appear to improperly influence, a decision or an action of a Third Party, or cause embarrassment to Amdocs or a Third Party if publicly disclosed.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 6 of 20</b>
		<b>Procedure No.:</b> 10-03-06

**5.1.5.** Gifts, Hospitality and Events may not be given in cash or cash equivalents, such as gift certificates

**5.1.6.** Gifts may not include jewelry and Hospitality and Events may not include adult entertainment.

**5.1.7.** A Third Party may not be provided with frequent Gifts, Hospitality and Events (once every month would be considered too frequent).

**5.1.8.** Employees and Contractors may not exceed the limits of this policy by making personal payments or refraining to seek reimbursements for amounts in excess of this policy.

**5.1.9.** Third Parties may have policies that are more restrictive than this policy. Employees and Contractors should become informed of any such policies and refrain from compromising the standards of Third Parties.

**5.1.10.** Any deviation from the requirements of this policy requires a written approval of the Legal Department as well as the specific other approvals mentioned in the table in Section 9 below.

**5.1.11.** Amdocs will cover only such Gifts and Hospitality Expenses incurred in accordance with this policy.

**5.1.12.** Where practical the preferred manner of payment for approved Hospitality expenses (when Amdocs is to pay those expenses) is payment to the supplier directly by Amdocs and not by the Employee initiating the Hospitality.

**5.1.13.** The Gift and Hospitality Internal Guidelines document provides guidelines for the approvals in accordance with this Policy. It includes the most widespread cases covered under this Policy. The guidelines document does not replace this policy but complements it. The Gift and Hospitality Internal Guidelines document can be found at: <http://salespoint/Asset/Show/8472>

**5.2. Government Officials:** For activities or expenses related to Government Officials (as defined in Appendix 1), stricter terms apply. Please refer to the table at Section 9 of this Policy.

## 6. Gifts

**6.1. Permitted Gifts:** Gifts should be considered permitted in case the following cumulative conditions exist, subject to the approval process as specified in Section 9:

**6.1.1.** The Gift is of nominal or low value (such Gifts generally should not exceed:

- (i) US\$50 for any Government Official employee, and
- (ii) US\$100 for employees of other Third Parties.

For the purpose of calculating the value of a Gift, several Gifts intended for the same Third Party employee within the same calendar quarter are considered as one Gift.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 7 of 20</b>
		<b>Procedure No.:</b> 10-03-06

**6.1.2.** The total amount of several gifts given to the same Third Party employee, should not to exceed US\$150 per year.

**6.1.3.** The Gift is provided as a token of esteem, courtesy or in return for hospitality.

**6.1.4.** The Gift is not to be provided to a Third Party who is actively considering matters that will affect Amdocs (such as awarding business or granting a governmental approval) in an attempt to improperly influence such Third Party's decision.

**6.1.5.** Employees providing a Gift to a Third Party must be very sensitive to the possible negative inferences that may arise (for example, in certain countries and companies there are restrictions on receiving of gifts). The Gift should be permitted under local law and internal rules of the Third Party. It should also be customary under local culture.

**6.1.6.** The Gift is presented openly with complete transparency.

**6.1.7.** The expense for the Gift is correctly recorded on Amdocs' books and records, which includes pre-approvals, expense reimbursement documents, and the like.

**6.2.** It is recommended that:

**6.2.1.** The Gift is for official use rather than personal use.

**6.2.2.** The Gift showcases Amdocs' products or contains the Amdocs logo.

**6.2.3.** In lieu of individual gifts, the gifts should be given to a group of individuals together so that they are shared (e.g., gift baskets), when possible.

## 7. Hospitality

### 7.1. General Guidelines

**Hospitality activities should be considered permitted in case the following cumulative conditions exist, subject to the approval process as specified in Section 9:**

**7.1.1.** Permissible hospitality generally includes non-lavish dinners or lunches that involve substantial business discussions and modest tickets to cultural or sport events where an invitee is accompanied by, and discusses legitimate business matters with, an Employee or Contractor.

**7.1.2.** Hospitality activities are generally permissible if they are directly related to the promotion, demonstration, or explanation of Amdocs' products or services. Hospitality activities are impermissible when they are targeted at improperly influencing a Third Party's decision to provide business to Amdocs or otherwise provide a business advantage.

Therefore, Hospitality activities must not be provided to a Third Party who is actively considering matters that will affect Amdocs (such as awarding business or granting a governmental approval) in an attempt to improperly influence such Third Party's decision. In any event, Employees providing Hospitality to a Third Party must be very sensitive to the possible negative inferences that may arise.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 8 of 20</b>
		<b>Procedure No.:</b> 10-03-06

**7.1.3.** Hospitality activities must be permitted under local law and internal rules of the Third Party.

**7.1.4.** Hospitality may only be carried out if it is infrequent and modest, pursuant to local custom.

**7.1.5.** If an Employee or Contractor does not attend the Hospitality activity, this would be regarded as a Gift and shall be subject to Section 6.

**7.1.6.** Expenses are reasonable in value and appropriate under the circumstances.

**7.1.7.** No cash or per diems may be provided to a Third Party to spend at-will during Hospitality.

**7.1.8.** Absent written approval of the Legal Department, Hospitality must exclude family members of a Third Party.

**7.1.9.** Hospitality is carried out in an open and transparent manner; otherwise the expense may be viewed as a secret attempt to improperly influence the Third Party.

**7.1.10.** An appropriate balance must exist between business and leisure (i.e. the amount of time spent on business must significantly exceed any time spent on leisure activities).

**7.1.11.** Gifts provided as part of Hospitality should be in accordance with Section 6 above.

**7.1.12.** Hotels and flight expenses related to the Hospitality activity should generally be paid for by the Third Party and not by Amdocs. In special cases when these expenses are to be paid for by Amdocs, special approvals are required as specified in Section 9 below.

*Note: In any case, first-class airfare and accommodations at luxury hotels generally are not permitted. Such expenses may be allowed only in rare instances (e.g., for senior executives) when provision of such travel and accommodations is not likely to improperly influence the recipient and only with the special written approval of the Legal Department.*

**7.1.13.** Any Hospitality activity with an overall cost of \$5,000 or more requires, in addition to the approvals in section 9 below, consultation with Corporate Purchasing and receipt of instructions regarding the form of the engagement.

**7.1.14.** The Employee (or Contractor, to the extent applicable) who is requesting an approval for any Hospitality activity should receive from Corporate Purchasing a list of approved suppliers with whom Amdocs has agreements.

**7.1.15.** Managing the Divisional Hospitality budget is the responsibility of the Division President together with the Divisional Finance Director. Managing the Marketing Hospitality budget is the responsibility of the Marketing VP together with the Marketing Finance Manager.



<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page 9 of 20</b>
		<b>Procedure No.:</b> 10-03-06

## 7.2. Charity

Charity made to, on behalf of or at the request of a Third Party may be permitted if, in addition to the conditions in Section 7.1 above:

**7.2.1.** The Charity is made directly to a Charitable Organization;

**7.2.2.** The Charity will not be diverted to anyone but the Charitable Organization or to any other purpose other than the purpose declared for the Charity;

**7.2.3.** The Charity is approved by the Legal Department following the performance of due diligence.

## 7.3. Events

Events should be considered permitted in case the above-mentioned conditions regarding Hospitality exist, subject to the approval process as specified in Section 9.

## 8. Receiving Gifts and Hospitality

**8.1.** Receiving anything of value can be considered bribery, compromise our objectivity, create the appearance of a conflict of interest and harm the reputation of Amdocs. Therefore, Gifts and Hospitality may be received only in compliance with this chapter.

**8.2.** An Employee may accept a Gift or invitation to participate in a Hospitality activity from a supplier or vendor providing goods or services to Amdocs or from a potential supplier or vendor, if the Gift or Hospitality activity is given as a gesture of goodwill that is generally related to a commonly recognizable event or occasion, such as the annual holiday season, a promotion, at a conference, or upon retirement, provided the acceptance of a Gift or Hospitality does not create any expectation or obligation on the part of Amdocs.

As a general matter, an Employee may only accept a gift or Hospitality valued at up to \$100 with the approval of his immediate supervisor or Second Level Manager (the Manager of Employee's direct Manager) and above. The value of gifts or Hospitality received from a single supplier or vendor (or potential supplier or vendor) during a calendar year must be aggregated, so that for example, an Employee can accept no more than five gifts or Hospitality activities valued at \$20 each throughout a calendar year from the same supplier or vendor (or potential supplier or vendor). Any Gifts or Hospitality received of amounts higher than \$100 are prohibited without an approval from the Legal Department and a supervisor of General Manager level.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 10 of 20
		<b>Procedure No.:</b> 10-03-06

## 9. Required Approvals

The Employee or Contractor, as the case may be, is responsible for completing and submitting the [Gift and Hospitality On-Line Form](#) as soon as the Employee is aware of a Gift to be provided or Hospitality to take place according to the following amounts:

	Third Party	Amount	Required Pre-Approval
<b>Gifts</b>	Government Officials	Within guidelines (i.e., up to \$50) (whether it is one Gift or several Gifts intended for the same Third Party employee within the same calendar quarter)	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
	Government Officials	Above \$50 and up to \$300 (whether it is one Gift or several Gifts intended for the same Third Party employee within the same calendar quarter)	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Finance Approval</b> Divisional Finance Lead/ Marketing Finance Partner</li> <li>• <b>Legal Approval</b> General Counsel</li> </ul>
	Government Officials	Above \$300 (whether it is one Gift or several Gifts intended for the same Third Party employee within the same calendar quarter)	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group</li> <li>• <b>Finance Approval</b> CFO</li> <li>• <b>Legal Approval</b> General Counsel</li> </ul>
	Other Third Party	Within guidelines (i.e., up to \$100) (whether it is one Gift or several Gifts intended for the same Third Party employee within the same calendar quarter)	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Direct Manger</li> </ul>
		Above \$100 and up to \$300	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> </ul>

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 11 of 20
		<b>Procedure No.:</b> 10-03-06

		(whether it is one Gift or several Gifts intended for the same Third Party employee within the same calendar quarter)	<ul style="list-style-type: none"> <li>• <b>Finance Approval</b> Divisional Finance Lead/ Marketing Finance Partner</li> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
	Other Third Party	Above \$300 (whether it is one Gift or several Gifts intended for the same Third Party employee within the same calendar quarter)	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Finance Approval</b> - Divisional Finance Lead/ Marketing Finance Partner if gift value is between \$301 and \$500 - CFO if gift value exceeds \$500</li> <li>• <b>Legal Approval</b> General Counsel</li> </ul>
<b>Meals</b>	Government Officials	Any	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Finance Approval –</b> According to amounts (see under “Other Third Party”)</li> <li>• <b>Legal Approval –</b>  Head of Corporate Law</li> </ul>
	Other Third Party	Up to the amounts defined in Appendix 2	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b>  Second Level Manager and above</li> </ul>
	Other Third Party	Above the amounts defined in Appendix 2	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Senior Leader and above</li> <li>• <b>Finance Approval -</b></li> </ul>

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 12 of 20
		<b>Procedure No.:</b> 10-03-06

				Divisional Finance Lead/ Marketing Finance Partner  <ul style="list-style-type: none"> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
<b>Hospitality including Charity (Excluding Meals)</b>	<b>Type</b>	<b>Third Party</b>	<b>Amount</b>	<b>Required Approval</b>
	General Hospitality (excluding Events, Tickets and Flight and Hotel)	Government Officials	Up to \$200 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> - According to amounts (see under "Other Third Party")</li> <li>• <b>Legal Approval –</b>  Head of Corporate Law</li> </ul>
	General Hospitality (excluding Events, Tickets and Flight and Hotel)	Government Officials	Above \$200 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> - According to amounts (see under "Other Third Party")</li> <li>• <b>Finance Approval -</b> According to amounts (see under "Other Third Party")</li> <li>• <b>Legal Approval –</b> General Counsel</li> </ul>
	General Hospitality (excluding Events, Tickets and Flight and Hotel)	Other Third Party	Up to \$200 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Senior Leader and above</li> <li>• <b>Legal Approval –</b>  Head of Corporate Law</li> </ul>
	General Hospitality (excluding Events, Tickets and Flight and	Other Third Party	Between \$200 and \$1500 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Finance Approval -</b> Divisional Finance Lead/ Marketing</li> </ul>

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 13 of 20
		<b>Procedure No.:</b> 10-03-06

	Hotel)			Finance Partner  <ul style="list-style-type: none"> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
	General Hospitality (excluding Events, Tickets and Flight and Hotel)	Other Third Party	Above \$1500 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group/ Head of Marketing (if event arranged primarily by Marketing)</li> <li>• <b>Finance Approval</b> -CFO</li> <li>• <b>Legal Approval</b> – General Counsel</li> </ul>
	Events	Any	Up to \$50,000	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Finance Approval</b> -CFO</li> <li>• <b>Legal Approval</b> – General Counsel</li> </ul>
	Events	Any	\$50,000 or more (expected to occur rarely)	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group/ Head of Marketing (if event arranged primarily by Marketing)</li> <li>• <b>Finance Approval</b> –CFO</li> <li>• <b>Legal Approval</b> – General Counsel</li> </ul>
<b>Tickets</b>	Tickets for sports games, cultural	Government Officials	Up to \$250 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> </ul>

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 14 of 20
		<b>Procedure No.:</b> 10-03-06

	activities and the like			<ul style="list-style-type: none"> <li>• <b>Finance Approval</b> - Divisional Finance Lead/ Marketing Finance Partner</li> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
	Tickets for sports games, cultural activities and the like	Government Officials	Above \$250 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group/ Head of Marketing (if event arranged primarily by Marketing)</li> <li>• <b>Finance Approval</b> –CFO</li> <li>• <b>Legal Approval</b> – General Counsel</li> </ul>
	Tickets for sport games	Other Third Party	Up to \$800 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Finance Approval</b> - Divisional Finance Lead/ Marketing Finance Partner</li> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
	Tickets for sport games	Other Third Party	Above \$800 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group/ Head of Marketing (if event arranged primarily by Marketing)</li> <li>• <b>Finance Approval</b> –CFO</li> <li>• <b>Legal Approval</b> –</li> </ul>

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 15 of 20
		<b>Procedure No.:</b> 10-03-06

				General Counsel
	Tickets for cultural activities excluding sports games	Other Third Party	Up to \$600 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> General Manager</li> <li>• <b>Finance Approval -</b> Divisional Finance Lead/ Marketing Finance Partner</li> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
	Tickets for cultural activities	Other Third Party	Above \$600 per person	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group/ Head of Marketing (if event arranged primarily by Marketing)</li> <li>• <b>Finance Approval –CFO</b></li> <li>• <b>Legal Approval –</b> General Counsel</li> </ul>
<b>Flights and/or Hotel</b> (when those are to be paid by Amdocs pursuant to Section 7.1.12 above)	Any		Any	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group/ Head of Marketing (if event arranged primarily by Marketing)</li> <li>• <b>Finance Approval –CFO</b></li> <li>• <b>Legal Approval –</b> General Counsel</li> </ul>
<b>Any Gift or Hospitality activity exceeding</b>	Any		\$15,000 or more	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Head of Business Group/ Head of Marketing (if event</li> </ul>

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 16 of 20
		<b>Procedure No.:</b> 10-03-06

<b>\$15,000</b>			arranged primarily by Marketing) <ul style="list-style-type: none"> <li>• <b>Finance Approval</b> – CFO</li> <li>• <b>Legal Approval</b> – General Counsel</li> </ul>
Stock of Gifts carrying the Amdocs Logo, up to \$30 per gift	Any	<u>Up to a \$500 in total</u>	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> - Second Level Manager</li> <li>• <b>Legal Approval</b> Head of Corporate Law</li> </ul>
		Between \$500 and \$5000 in total	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> Senior Leader and above</li> <li>• <b>Finance Approval</b> - Marketing Finance Partner</li> <li>• <b>Legal Approval Head of Corporate Law</b></li> </ul>
		<u>Above \$5000 in total</u>	<ul style="list-style-type: none"> <li>• <b>Managerial Approval</b> – General Manager</li> <li>• <b>Finance Approval</b> - CFO</li> <li>• <b>Legal Approval</b> – General Counsel</li> </ul>

## 10. Process -Gifts/ Hospitality/ Event

	Step	Action	Responsibility
<b>Gifts and Hospitality</b>	Planning Stage	<ul style="list-style-type: none"> <li>• Appointing a focal point who will be responsible for the Hospitality</li> </ul>	Division/ Marketing



<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 17 of 20
		<b>Procedure No.:</b> 10-03-06

		<ul style="list-style-type: none"> <li>If the event is a Meal, review recommendations for Meals cap of amount in <a href="#">Appendix 2</a></li> </ul> <p><i>Note: The cap amounts may not be applicable to every country where the expense is incurred. Any deviation exceeding the listed recommendations must be explained to the required approvers.</i></p>	
	Filling in the <a href="#">Gift and Hospitality On-Line Form</a>	<ul style="list-style-type: none"> <li>Fill in the <a href="#">Gift and Hospitality On-Line Form</a> with the details of the Gift and/or Hospitality expense expected to be incurred</li> <li>Submit the Form for approval prior to execution</li> </ul>	Divisional/ Marketing focal point
	Payment Process	<ul style="list-style-type: none"> <li>As defined in Section 11</li> </ul>	---
<b>Event</b>	Planning Stage	Appoint a focal point who will be responsible for the Event	Division /Marketing
	Formulating the Event	<ul style="list-style-type: none"> <li>Contact relevant supplier(s) and estimate the Event overall cost</li> </ul>	Divisional /Marketing focal point
	Filling in the <a href="#">Gift and Hospitality On-Line Form</a>	<ul style="list-style-type: none"> <li>Fill in the <a href="#">Gift and Hospitality On-Line Form</a> with the details of the Event and expected costs</li> <li>Submit the Form for approval (prior to execution of any agreement with suppliers)</li> </ul>	Divisional /Marketing focal point
	Supplier Agreement	<ul style="list-style-type: none"> <li><b>Event up to \$1,000</b> Execute the procurement (following approval of the Event)</li> <li><b>Event exceeding \$1,000</b> Transfer the supplier's quotation and an explanation of the request to Corporate Purchasing department according to the <a href="#">Purchase of Products and Services Procedure</a></li> </ul>	Divisional /Marketing focal point  Divisional /Marketing focal point
	Payment Process	As defined in Section 11	---

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 18 of 20
		<b>Procedure No.:</b> 10-03-06

## 11.Payment and Reimbursement Process

Amdocs will cover the approved Gifts and Hospitality Expenses incurred according to the process described in this procedure.

**11.1.** Where practical, the preferred method is for Amdocs to pay the supplier directly (based on an approved PO) according the process described in the Purchasing Products and Services procedure (Payment section).

**11.2.** The reimbursement process for Gifts and Hospitality Expenses where the payment was made directly by the Employee shall be done in accordance with the Reimbursement of Non-Travel Expenses procedure.

**11.3.** The payment to supplier as described in section 11.1 above and the reimbursement to the Employee as described in section 11.2 above are conditioned upon attaining the required approvals, as specified in this procedure.

**11.4.** Every Gift and Hospitality Expense shall be accurately recorded in Amdocs' books and records.

## 12.Budgetary Control

Corporate Economics, Corporate Sales, and Corporate Marketing are responsible for examining and updating the budgetary framework for total spending for Gifts and Hospitality prior to every fiscal year.

**13.Record of Documentation [in case of Gift/Hospitality received]** Itemized documentation regarding all Gifts and Hospitality activities received, whether or not an approval of the Legal Department is required or provided pursuant to this policy, must be reported by the Employee to the immediate supervisor and such documentation must be recorded, filed and retained by the immediate superior.

## 14.Appendices

**14.1.Appendix 1** – Government Officials

**14.2.Appendix 2** - Cost of Meals

### Appendix 1 – Government Officials

A "Government Official" includes employees, officers, representatives or others acting on behalf of (i) any government or government agency, (ii) any government-owned (whether in whole or in part) or controlled entity or (iii) any public international organization. Government officials also include political parties, party officials or candidates for public office.

If you have doubt whether your customer is considered a government-owned or controlled entity, please turn to the Legal Department for advice.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 19 <b>of</b> 20
		<b>Procedure No.:</b> 10-03-06

## Appendix 2 – Cost of Meals

The following are amounts that are considered the cap amounts permitted for Meals to Third Parties who are not Government Officials. Note that Meals with Government Officials require approvals regardless of the Meal cost.

For further assistance, contact the Sales Operations Support team.

<b>Chapter:</b> Marketing/Legal	<b>Procedure Name:</b> Gift and Hospitality	<b>Page</b> 20 of 20
		<b>Procedure No.:</b> 10-03-06

Meal Type	Calculation	Region	Up to
Lunch/Breakfast	Per person	US/Canada	\$65.00
Dinner	Per person	US/Canada	\$135.00
Lunch/Breakfast	Per person	Brazil	\$80.00
Dinner	Per person	Brazil	\$165.00
Lunch/Breakfast	Per person	CALA except Brazil	\$70.00
Dinner	Per person	CALA except Brazil	\$140.00
Lunch/Breakfast	Per person	Eastern Europe	\$60.00
Dinner	Per person	Eastern Europe	\$120.00
Lunch/Breakfast	Per person	Western Europe and Russia	\$110.00
Dinner	Per person	Western Europe and Russia	\$225.00
Lunch/Breakfast	Per person	South Africa	\$40.00
Dinner	Per person	South Africa	\$80.00
Lunch/Breakfast	Per person	Israel	\$65.00
Dinner	Per person	Israel	\$135.00
Lunch/Breakfast	Per person	India	\$40.00
Dinner	Per person	India	\$75.00
Lunch/Breakfast	Per person	APAC Except Singapore and Japan	\$75.00
Dinner	Per person	APAC Except Singapore and Japan	\$150.00
Lunch/Breakfast	Per person	Singapore and Japan	\$110.00
Dinner	Per person	Singapore and Japan	\$200.00

*Note: The cap amount may not be applicable to every country within regions noted above. Any deviation exceeding the cap amount must be explained to the required approvers.*