

<b>Management System Document</b>		
	Document Level:	<b>CORPORATE (NA)</b>
<b>AISIN World Corp of America</b>	<b>GIFTS MEALS &amp; ENTERTAINMENT POLICY &amp; PROCEDURE</b>	<b>Policy/Procedure</b>
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# GIFTS, MEALS, AND ENTERTAINMENT (GME) POLICY

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## 1. KEY TERMS

**"Accept" or "Accepting"**: Taking something (like a Gift, Meal, or Entertainment) from a Business Partner or anyone internal to or outside the Company.

**"AWA Legal Department"**: The AISIN World Corp of America Legal Affairs Department located in Northville, Michigan.

**"Authorization" or "Approved"**: Written permission (usually by email) from the AWA Legal Department allowing you to Offer or Accept Gift, Meal, or Entertainment.

**"Business Partner"**: Anyone the Company does business with, including:

- Customers and suppliers
- Government agencies and officials
- Other companies in our corporate family
- Consultants and contractors

**"Company"**: [Insert Company]

**"Entertainment"**: Activities like sporting events, concerts, or shows attended with a Business Partner. For this Policy, the value of Entertainment does not include any tips or taxes.

**"Gift"**: Any item of value Offered without payment, such as physical objects, promotional items, or discounts.

**"GME"**: Short for Gifts, Meals, and Entertainment.

**"GME Form"**: The online form at [www.AisinIntegrity.com](http://www.AisinIntegrity.com) used to request Authorization for GME.

**"Government Official" or "GO"**: Anyone who works for a government agency, including:

- Elected officials (mayors, governors, etc.)
- Government agency employees
- Employees of government-owned businesses
- Candidates for political office

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**"Legal Review"**: When the AWA Legal Department checks if a Gift, Meal, or Entertainment follows this Policy and the law.

**"Meal"**: Food and drinks provided during business meetings or social events. For this Policy, the value of Meals does not include any tips or taxes.

**"Offer" or "Offering"**: Giving something (like a Gift, Meal, or Entertainment) to a Business Partner.

**"Report" or "Reporting"**: Filling out and submitting the GME Form.

**"Supervisor"**: Your immediate manager.

**"Team Member"**: Any employee or representative of the Company.

**"Teambuilding Activities"**: Company-sponsored events designed to improve teamwork, collaboration, morale, and workplace effectiveness among Team Members from the Company and/or its parent company, subsidiaries, and affiliates. These activities are exempt from GME Policy requirements.

## 2. PURPOSE

This Policy explains the rules for Offering and Accepting Gifts, Meals, and Entertainment (GME) while doing business for the Company.

Small Gifts and occasional Meals can help build good business relationships. However, frequent, or expensive GME might look like bribes or kickbacks. All Team Members must avoid even the appearance of inappropriate payments or conflicts of interest.

**[INSERT COMPANY]** (the "Company") created this Policy to help Team Members make good decisions about GME. These rules apply to GME with government agencies, private companies, and other parts of our company.

## 3. WHO MUST FOLLOW THIS POLICY

This Policy applies to:

- All Company Team Members
- Contractors and consultants working for the Company
- Anyone representing the Company

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You must follow the stricter rules when local laws have requirements that are more stringent than those outlined in this Policy.

#### 4. BASIC RULES

##### 4.1 Rules for Government Officials

**IMPORTANT: ALL Gifts, Meals, and Entertainment for Government Officials must be reported and Authorized in advance - no exceptions!**

Extra caution is required when dealing with Government Officials (GOs). Many laws prohibit Offering anything of value to GOs to gain business advantages.

##### When dealing with Government Officials:

1. Any Gift, Meal, or Entertainment must:
  - Be worth less than \$100 per GO
  - Be Authorized by the AWA Legal Department in advance
  - For Gifts specifically, include the Company logo
2. **\$100 is the absolute maximum limit for Government Officials.** Any Gifts worth \$100 or more will be denied automatically.
3. Check with the AWA Legal Department before offering anything to a GO to ensure it follows all laws.

**Table 1: Quick Guide for Government Officials**

What	Value	Requirements	Not Allowed
Gifts	Any value	<ul style="list-style-type: none"> <li>• Must report and get Authorization</li> <li>• Must have a Company logo</li> </ul>	<ul style="list-style-type: none"> <li>• Anything \$100 or more (HARD LIMIT)</li> </ul>
Meals	Any value	<ul style="list-style-type: none"> <li>• Must report and get Authorization</li> </ul>	<ul style="list-style-type: none"> <li>• Anything \$100 or more, excluding tips and taxes (HARD LIMIT)</li> </ul>
Entertainment	Any value	<ul style="list-style-type: none"> <li>• Must report and get Authorization</li> </ul>	<ul style="list-style-type: none"> <li>• Anything \$100 or more, excluding tips and taxes (HARD LIMIT)</li> </ul>

**Note:** If you are not sure if someone is a Government Official, ask the AWA Legal Department.

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## 4.2 How to Value GME

Team Members must value GME when submitting a GME Form. Often, this will be an estimate. Use the fair market value or FMV (what it would cost to buy) in the location where the GME is offered. You can check:

- Menus
- Websites like Google, Amazon, or eBay
- Retail stores

All dollar amounts in this Policy are in U.S. dollars. Remember, when calculating values of Meals and Entertainment for this Policy, do not include any tips or taxes.

**Note:** AWA Legal may check the value of GME provided.

## 4.3 Yearly Limits

There is a limit to the total value of GME you can Offer to or Accept from any one Business Partner each year. This is referred to as the Cumulative Annual Value (CAV). The AWA Legal Department will track and check GME for Team Members to ensure they stay within the CAV limits.

## 4.4 Breaking the Rules

Violating this Policy can result in disciplinary action up to and including termination.

## 4.5 Reporting Requirements

1. **Highest-Ranking Person's Responsibility:** When multiple Team Members attend Meals or Entertainment, the highest-ranking Team Member present must Report and submit the GME Form. For example, if a Vice President and a Manager attend a meal with a customer, the Vice President must submit the form.
2. **Improper Offers:** If anyone Offers you GME for special treatment or business advantages, report it immediately through the channels listed in the Code of Conduct.
3. **Internal GME:**
  - **Between Different Company Entities:** GME between Team Members of different entities within the corporate structure (parent company,

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subsidiaries, affiliates) follows the same rules as GME with non-Government Official Business Partners.

- **Between Coworkers in Same Entity:** All GME between coworkers must be preapproved in writing by the Team Members' direct supervisors. GME between Team Members within the same legal entity (coworkers) is not subject to this Policy unless:
  - The value exceeds \$100 for Gifts or \$150 for Meals/Entertainment
  - The GME could reasonably create a conflict of interest
  - A manager and a direct or indirect report are exchanging GME
- **Teambuilding Activities:** Company-sponsored Teambuilding Activities involving Team Members from the Company, its parent company, subsidiaries, and affiliates are exempt from this Policy, provided they are:
  - Approved by appropriate management
  - Funded through designated Company budgets
  - Documented according to standard Company procedures
  - Not excessive in cost or frequency

#### 4.6 Privacy of Reports

Reports of Policy violations will be kept confidential. Your identity will be protected when you report violations.

#### 4.7 Questions

If you are unsure about anything related to this Policy, contact the AWA Legal Department.

### 5. RULES FOR GIFTS

#### 5.1 What's Not Allowed

##### 5.1.1 Don't Ask for Gifts

Never ask for Gifts for yourself, no matter how small. If you see another Team Member asking for Gifts, Report it through the Reporting Channels in the Code of Conduct.

##### 5.1.2 Prohibited Types of Gifts

You cannot Offer or Accept:

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- a) Cash or cash-like items (gift cards, gift certificates)
- b) Anything prohibited by law
- c) Bribes, payoffs, or kickbacks
- d) Gifts to/from organizations that prohibit gift-giving
- e) Services or non-cash benefits (like promises of employment)

**Note:** Company-approved internal programs (such as employee recognition programs with gift cards for QCC winners or Compliance Survey participation) are not subject to these Gift restrictions.

## 5.2 What's Allowed

### 5.2.1 Gift Authorization Requirements

**Table 2: Quick Gift Guide**

Who	Gift Value	What You Need to Do
Regular Business Partners	Under \$100	• Generally okay without Authorization
Regular Business Partners	\$100 or more	• Must Report and get Authorization • <b>Can be Authorized</b> if appropriate and meets all guidelines
Government Officials	Any value	• Must Report and get Authorization • Must have Company logo
Government Officials	\$100 or more	• NEVER allowed (hard limit) • Will always be Denied

#### **REMEMBER:**

- For regular Business Partners (non-GOs), the \$100 limit is just a **reporting threshold**. This means Gifts over \$100 may be Authorized if they are appropriate.
- For Government Officials, \$100 is a **hard limit** that cannot be exceeded.

### 5.2.2 Acceptable Gift Guidelines

Gifts must:

- a. Not suggest that anyone deserves preferential treatment, business awards, better pricing, or improved terms of sale

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- b. Be related to legitimate business purposes
- c. Not embarrass the Company or the Business Partner if made public
- d. Not affect your ability to make fair business decisions

### 5.2.3 When You Can't Decline a Gift

If you Accept an inappropriate Gift at an event where declining would be rude, you may Accept it but must Report it to the AWA Legal Department immediately. They will help you decide what to do with it.

## 6. RULES FOR MEALS AND ENTERTAINMENT

### 6.1 What's Not Allowed

#### 6.1.1 Don't Ask for Meals or Entertainment

Never ask for Meals or Entertainment, regardless of value. If you know of a Team Member who has asked for these things, Report it through the channels in the Code of Conduct.

#### 6.1.2 Prohibited Types of Meals and Entertainment

The following are NEVER allowed:

1. Expensive Meals or Entertainment that seem excessive
2. Meals or Entertainment that look like bribes or kickbacks
3. Adult Entertainment or events with inappropriate content
4. Meals or Entertainment that the Business Partner is not allowed to Offer/Accept

### 6.2 What's Allowed

#### 6.2.1 Authorization Requirements

### Table 3: Quick Meal and Entertainment Guide

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<b>Who</b>	<b>Value Per Person (EXCLUDING tip and taxes)</b>	<b>What You Need to Do</b>
Regular Business Partners	Under \$150	• Generally okay without Authorization
Regular Business Partners	\$150 or more	• Must Report and get Authorization • <b>Can be Authorized</b> if appropriate and meets all guidelines
Government Officials	Any value	• Must Report and get Authorization
Government Officials	\$100 or more	• NEVER allowed (hard limit) • Will always be Denied

**REMEMBER:**

- For regular Business Partners, the \$150 limit is just a **reporting threshold**. This means Meals and Entertainment over \$150, excluding any tips and taxes, must be reported and may be Authorized if appropriate.
- For Government Officials, \$100, excluding tips and taxes, is a **hard limit** that cannot be exceeded.
- Remember that any tips and taxes are **excluded** when calculating meal value under this Policy.

**6.2.2 Acceptable Guidelines**

Meals and Entertainment must:

1. Not be regularly provided to the same Business Partner
2. Have a legitimate business purpose or goodwill
3. Not suggest that anyone should get special treatment
4. Not affect your ability to act in the Company's best interest
5. Not affect the Business Partner's ability to act in their organization's best interest
6. Take place in appropriate business settings
7. Be reasonable for the business situation

**6.2.3 When You Can't Decline**

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If you Accept a Meal or Entertainment at a ceremonial event that does not meet all these requirements but would be rude to refuse, you may Accept it. However, you must Report it to the AWA Legal Department promptly.

### 6.3 Other Important Points

#### 6.3.1 When Is It a Gift vs. Meal/Entertainment?

If the person providing the Meal or Entertainment is present, it is considered a Meal or Entertainment. If they Offer you tickets but do not attend with you, it is regarded as a Gift and follows the Gift rules in Section 5.

#### 6.3.2 Breaking the Rules

If you Offer or Accept a Meal or Entertainment that does not follow the rules in Sections 6.1.2 or 6.2.2, you are violating this, Policy.

#### 6.3.3 Getting Help

When in doubt, ask the AWA Legal Department for guidance.

## 7. HOW TO GET AUTHORIZATION

### 7.1 Normal Authorization Process

#### 7.1.1 When You Need Authorization

**Table 4: Summary of When Authorization is Required**

Type	Who	Value	Authorization Needed?
Gift	Regular Business Partner	Under \$100	No
Gift	Regular Business Partner	\$100 or more	Yes - may be Authorized if appropriate
Gift	Government Official	Any value	Yes - ALWAYS REQUIRED
Meal/Entertainment	Regular Business Partner	Under \$150 (excluding tip and tax)	No

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Type	Who	Value	Authorization Needed?
Meal/Entertainment	Regular Business Partner	\$150 or more (excluding tip and tax)	Yes - may be Authorized if appropriate
Meal/Entertainment	Government Official	Any value	Yes - ALWAYS REQUIRED

**IMPORTANT:**

- For regular Business Partners, the dollar amounts (\$100 for Gifts, \$150 for Meals/Entertainment) are REPORTING THRESHOLDS. This means you need to Report and get Authorization for anything above these amounts, and based on the facts and circumstances, they may be Authorized.
- For Meals and Entertainment, exclude any tips or taxes when determining value for this Policy.
- For Government Officials, EVERYTHING must be Reported and Authorized, and \$100 is a HARD LIMIT that cannot be exceeded.

To get Authorization, you need:

1. Your Supervisor's approval first; and
2. AWA Legal Department's Authorization second

Authorization must be in writing, typically via email, for recordkeeping. Verbal approval does not count.

**Note:** Be honest about GME. Failing to Report when required can lead to disciplinary action, up to and including termination.

**7.1.2 How to Submit a Request**

Fill out the GME Form at [www.AisinIntegrity.com](http://www.AisinIntegrity.com) to request Authorization.

Talking to the Legal Department without submitting the form is not proper Reporting.

**Note:** Expect a response within five (5) business days. If you need it faster, note this on your form or contact the Legal Department directly.

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### 7.1.3 Review Process

After you submit the GME Form, it automatically goes to the AWA Legal Department for review.

### 7.1.4 Legal Department Review

The Legal Department will either Authorize or Deny your request by email or ask for more information. You must cooperate fully with any questions they have.

### 7.1.5 If Your Request is Denied

If Denied, you cannot Offer or Accept the GME. If you have already done so, you will need to work with your Supervisor and AWA Legal on next steps.

A Denial will explain why and what to do next. The AWA Legal Department will help you, your Supervisor, and HR understand what steps to take.

**Note:** If you have already Accepted something that is later Denied, you may need to return it or reimburse the cost. The AWA Legal Department might also contact the Business Partner.

### 7.1.6 Keeping Authorization Records

Save all Authorization and other emails relating to your GME. The AWA Legal Department also keeps records of all Authorizations.

## 7.2 Unexpected Situations

### 7.2.1 When You Can't Get Authorization First

Submitting a GME Form electronically and obtaining Authorization before Accepting a specific GME can be challenging, particularly when presented as an immediate opportunity. For example, a Team Member might unexpectedly receive an invitation to dinner or a sporting event during a business trip or supplier meeting.

In some cultures, declining such invitations may seem inappropriate. If the Policy requires Authorization for the GME in question, Team Members should Report within three (3) business days of Accepting the GME. If a Team Member is

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traveling and cannot report within three (3) business days, they may report within three (3) business days of their return from travel.

**Note:** While on business travel, Team Members can always contact AWA Legal Department for questions on GME.

### **7.2.2 Post-Acceptance Reporting Requirements**

If Team Members cannot secure Authorization for any GME with GOs, a GME of \$100 or more for Gifts or \$150 or more for Meals and Entertainment due to unforeseen circumstances, they must explain why Authorization was not obtained before Accepting the GME when submitting their delayed GME Form.

### **7.2.3 Resolution Process**

The AWA Legal Department will work with Team Members to assess the appropriateness of Acceptance. If ethical or legal issues arise, Team Members may need to return Gifts to the Business Partner, inform the Business Partner's organization about the Meal and Entertainment, and take further steps to resolve concerns. Reimbursement for denied Meals and Entertainment may also be required, and the AWA Legal Department might contact the Business Partner to report the GME Accepted by the Team Member.

An AWA Legal Department Authorization indicates no legal or ethical concerns about the GME, enabling the Team Member to Accept or Offer it validly.

**Note:** In this Procedure, "Authorization" means a written communication (email) from an AWA Legal Department representative approving the GME.

## **8. CONSEQUENCES OF BREAKING THE RULES**

### **8.1 Disciplinary Action**

Any Team Member who engages in and Accepts GME in violation of this Policy will face disciplinary action, which may include termination.

### **8.2 Returning Inappropriate Gifts**

Any Team Member who violates this Policy by Accepting an inappropriate Gift must return it to the Business Partner who initially Offered it.

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### 8.3 When You Can't Return a Gift

If a Gift Accepted in breach of this Policy cannot be returned to the original Business Partner, it must be provided to the Team Member's Supervisor. The Company may then donate the Gift to a charity of its choice.

## 9. KEEPING RECORDS

### 9.1 Using Company Credit Cards

Always use your Company credit card when paying for GME on behalf of Business Partners.

### 9.2 Required Paperwork

When submitting expenses, you must include:

- A valid receipt
- Proof of Authorization (if required)

Reports without these documents will be returned to you.

**Table 5: Documents You Need to Keep**

<b>Document</b>	<b>Required For</b>	<b>What to Include</b>	<b>How Long to Keep</b>
GME Form	<ul style="list-style-type: none"> <li>• Any GME requiring Authorization</li> <li>• Late Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Names of all participants</li> <li>• Date</li> <li>• Value</li> <li>• Business purpose</li> </ul>	2 years
Receipt	<ul style="list-style-type: none"> <li>• All reimbursable expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Date</li> <li>• Vendor</li> <li>• Amount</li> <li>• Payment method</li> </ul>	2 years
Authorization Email	<ul style="list-style-type: none"> <li>• Any GME requiring Authorization</li> </ul>	<ul style="list-style-type: none"> <li>• Legal Department Authorization</li> </ul>	2 years
Expense Report	<ul style="list-style-type: none"> <li>• All Company expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt</li> <li>• GME Form (if needed)</li> <li>• Authorization email (if needed)</li> </ul>	2 years

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**Note:** You can save your GME Form responses and attach them to your expense report.

### 9.3 What Records Must Include

For all GME, keep records that show:

1. Names of everyone involved
2. Date
3. Type of GME (Gift, Meal, or Entertainment)
4. Value
5. How it was Offered or Accepted (in person, by mail, etc.)

## 10. POLICY UPDATES

<b>Date</b>	<b>Changes Made</b>	<b>Reason for Change</b>
7/13/2021	Removed GoCanvas language and added JotForm application	Update to process and procedures
06/20/2025	Revised Policy	Meal/Entertainment threshold increased from \$100 to <b>\$150</b> for non-government business partners; New reporting platform <a href="http://www.AisinIntegrity.com">www.AisinIntegrity.com</a> replaces JotForm; Streamlined 23-page document to user-friendly format with clear tables; Tips and taxes explicitly excluded from meal/entertainment calculations; Enhanced internal GME rules for coworkers with teambuilding activity exemptions; Simplified workflow while maintaining dual approval process; Comprehensive authorization tables for different scenarios; Clearer government official formatting emphasizing \$100 hard limit; Standardized 2-year record retention with specific templates.