



Maejo University Announcement on the Policy of Not Accepting Presents and All Kinds of  
Gifts from Performing Duties (No-Gift Policy)  
For the Fiscal Year 2024

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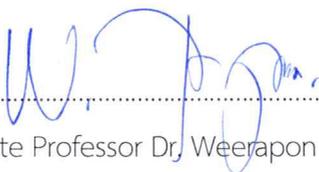
Maejo University recognizes the importance of strengthening organizational culture, values, and appropriate guidelines for all Maejo University performers to practice regarding giving or receiving gifts or presents or any other benefits from performing their duties. However, to prevent receiving bribes or receiving property or any other benefits from others, including using authority or position to provide benefits to oneself or others, and to drive forward this approach continuously consistent with the guidelines driving the national reform plan for prevention and suppression of corruption and misconduct, Maejo University has established a policy of not accepting presents and all kinds of gifts from performing duties (No Gift Policy) for those working at the university be informed and strictly observe the followings:

1. All university performers must not seek to obtain presents, gifts, or any other unlawful benefits.
2. All university performers must not give or receive presents or gifts of any kind from performing duties during, before, and after performing duties to avoid actions that may affect judgment or decision, which leads to discrimination, causing conflicting benefits, or resulting in corruption and misconduct both now and in the future.
3. All university performers must not consent or knowingly sympathize with someone in the family to give or receive gifts or other benefits to those involved in the work.
4. To congratulate or express good wishes on various occasions, as usual, traditional methods should be used to express other means instead of giving gifts, such as greeting cards., signing the blessing book, or communicating via electronic channels.
5. University performers must thoroughly inform stakeholders of Maejo University's policy of not accepting presents and all kinds of gifts while performing their duties (No Gift Policy).
6. In all cases when university performers receive gifts for performing their duties, they shall record and report details of the facts regarding the receipt of such gifts to their supervisor

1-level higher above the recipient for consideration and make a judgment within 30 (thirty) days according to the form for reporting receipt of presents and gifts based on the No Gift Policy from performing duties at the end of this announcement and send the mentioned report form to the university immediately.

7. In cases when university performers must receive property or any other benefits to maintain goodwill, friendship, or good relations from someone who is not a relative and it is worth more than 3,000 (three thousand) baht from a person on each occasion, that university performers must inform the President with the details of the facts regarding receiving such property or any other benefit within 30 (thirty) days from the date of receiving it for the President to decide on the reason, necessity, and appropriateness and whether it is appropriate to receive such property or other benefits as their rights or not. The form for reporting assets or other benefits calculated in money at the end of this announcement must be used.
8. Besides what is specified in this announcement, all university performers must abide by the Constitutional Act Concerning the Prevention and Suppression of Corruption, B. E. 2018, Section 128, the Announcement of the National Anti-Corruption Commission Concerning the criteria for receiving property or other benefits by the Ethics of Government Officials, B. E. 2020 and the regulations of the Office of the Prime Minister Concerning giving or receiving presents by government officials, B.E. 2022.

It was announced on December 26 , 2023.



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(Associate Professor Dr. Weerapon Thongma)

President of Maejo University

**Form for reporting on receipt of presents and gifts according to the No-Gift Policy  
from the performance of duties.**

Name of agency/department.....

Dear the President,

I am.....last name.....position.....  
.....affiliation.....and want to make a report on the  
receipt of presents and gifts according to the No-Gift Policy from the performance of duties  
as follows:

Dates of Receiving	Details of the present/estimated value	The Givers				The Receivers	
		Government sector	Private sector	General publics	Others	Organization	Personal

Signature..... Reporter

Position.....

Date ...../...../.....

**For Supervisor**

As reported on receiving the presents and gifts according to the No-Gift Policy from the performance of duties based on the details above, please proceed as follows.

- It is considered appropriate to return it to the giver.
- It is considered appropriate to deliver it to the university
- Other.....

Signature .....Supervisor

Position.....

Date ...../...../.....

**Note :** The supervisor who is 1 level above the recipient will consider and give opinions to the President.



### Report on Assets or Other Benefits That May Be Calculated in Money

Date.....

Dear the President,

I am..... Last name.....,Position.....  
Affiliation.....and want to make a report on receipt of assets or any other benefits that may be calculated in money that does not conform to the criteria or has a price or value greater than that specified in Section 7. I have received property or any other benefit that may be calculated in money. The details are as follows:

Received on the date .....and time .....received due to the case.....

Place of receipt .....

Name and Surname of the person who gave the property or any other benefits that may be calculated in money .....His/her address.....

The connection between the giver and the receiver.....

Details and the estimated value of the property or any other benefits that may be calculated in terms of money and attach photos of the property or other evidence of benefits.....

Reason or necessity to receive the property or any other benefit that may be calculated in money.  
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Therefore, please consider granting permission.

Signature..... Reporter  
(.....)

It is granted because there is a reason and the need to accept it to maintain goodwill, friendship, or good relations between people. It should be accepted as property or personal rights.

It is not granted, and it should be returned to the giver who gave the property or any other benefits that may be calculated in money immediately. If the return cannot be made,



a government official shall immediately deliver the said property or benefit to be the right of the organization to which that government official belongs.

Signature.....

The President of Maejo University

Date.....

