

Approval of Gifts and Hospitality

- All approval levels apply to the Gifts and hospitality (G&H) as a whole (e.g. a meal followed by a sporting event shall be treated as one G&H event with a value of both elements combined).
- Approval of the G&H does not make the gift or event automatically permissible or reasonable. **All G&H must be assessed against the requirements and guidance in section 3 of the G&H instruction.**
- Authorization to approve may not be delegated, unless specified.
- All amounts are in SEK (Swedish krona)/person.

Abbreviation	Definition
CEO	Chief Executive Officer Saab AB
GFO	Group Functional Owner
GSFO	Sub Group Functional Owner (reporting to GFO)
BA	Head of Business Area
BU/BAFO	Business Unit, Business Area Functional Owner (reporting to Head of BA, including subsidiaries)
OC	Head of Operational Country
OCFO	Operational Country Functional Owner (reporting to Head of OC)



INSTRUCTION FOR OPEN USE

Reference to original document

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	CEO	GFO	GSFO*	BA	BAFO/BU*	OC	OCFO*	No approval needed
Public recipient	≥1000	≥1000	<1000	≥1000	<1000	≥1000	<1000	<200**
Private recipient	≥3000	≥3000	<3000	≥3000	<3000	≥3000	<3000	<500**

* Authorization to approve G&H may be delegated in writing up to 50% of the specified value.

** **Basic refreshment**; other G&H must be escalated to a higher level of authorization for approval.