



## Approval of Gifts and Hospitality

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## INSTRUCTION FOR OPEN USE

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## 1 General Principles

- Before seeking approval, the organizer or giver of a G&H activity shall independently assess the appropriateness of the G&H, applying the principles set out in INF-0744 or, when relevant, INF-0744 App 3.
- G&H shall be approved in accordance with the table below. The approver shall also make an independent assessment of the appropriateness of the G&H as set out above.
- Approval shall be obtained in advance. If advance approval is not possible, the G&H must still be reported to the approver as soon as possible afterwards and, in any event, not more than 30 days after the G&H activity.
- The value shall be determined per occasion. This means, as an example, that a meal followed by a sporting event shall be treated as one G&H occasion with the value of both elements combined.
- All amounts are in SEK (Swedish krona)/person and occasion, unless otherwise stated.

## 2 Approval Levels BA Aeronautics

### 2.1 Offering G&H under INF-0744

*Other than Public Customer Visits as defined in INF-0744 App 3, see table 2*

Value / person and occasion	Business Unit	BA Functions	Foreign legal entity
<b>Public Official recipient</b>			
>1500 SEK	BU Management Team Member	Business Area Functional Owner (reporting to Head of BA)	Head of Local Foreign Entity
$500 < x \leq 1500$ SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed
<b>Private recipient</b>			
>500 SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed

### 2.2 Arranging Public Customer Visits as defined in INF-0744 App 3

	Business Unit	BA Functions
<i>No deviations</i>	BU Management Team Member	BA Management Team Member
<i>Deviations</i>	BA Management Team Member	Head of BA

### 2.3 Receiving G&H under INF-0744

Value / person and occasion	Business Unit	BA Functions	Foreign legal entity
>500 SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed

### 3 Approval Levels BA Dynamics

#### 3.1 Offering G&H under INF-0744

*Other than Public Customer Visits as defined in INF-0744 App 3, see table 2*

Value / person and occasion	Business Unit	BA Functions	Foreign legal entity
<b>Public Official recipient</b>			
>1500 SEK	BU Management Team Member	Business Area Functional Owner (reporting to Head of BA)	Head of Local Foreign Entity
$500 < x \leq 1500$ SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed
<b>Private recipient</b>			
>500 SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed

#### 3.2 Arranging Public Customer Visits as defined in INF-0744 App 3

	Business Unit	BA Functions
<i>No deviations</i>	BU Management Team Member	BA Management Team Member
<i>Deviations</i>	BA Management Team Member	Head of BA

#### 3.3 Receiving G&H under INF-0744

Value / person and occasion	Business Unit	BA Functions	Foreign legal entity
>500 SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed

#### 4 Approval Levels BA Kockums

##### 4.1 Offering G&H under INF-0744

*Other than Public Customer Visits as defined in INF-0744 App 3, see table 2*

Value / person and occasion	Business Unit	Shipyard	BA Functions	Foreign legal entity
<b>Public Official recipient</b>				
>1500 SEK	BU Management Team Member	Shipyard Management Team Member	Business Area Functional Owner (reporting to Head of BA)	Head of Local Foreign Entity
500 < x ≤ 1500 SEK	Line manager	Line manager	Line manager	Line manager
≤ 500 SEK	No approval needed	No approval needed	No approval needed	No approval needed
<b>Private recipient</b>				
>500 SEK	Line manager	Line manager	Line manager	Line manager
≤500 SEK	No approval needed	No approval needed	No approval needed	No approval needed

##### 4.2 Arranging Public Customer Visits as defined in INF-0744 App 3

	Business Unit	Shipyard	BA Functions
<i>No deviations</i>	BU Management Team Member	Management Team Member	BA Management Team Member
<i>Deviations</i>	BA Management Team Member	BA Management Team Member	Head of BA

##### 4.3 Receiving G&H under INF-0744

Value / person and occasion	Business Unit	Shipyard	BA Functions	Foreign legal entity
>500 SEK	Line manager	Line manager	Line manager	Line manager
≤500 SEK	No approval needed	No approval needed	No approval needed	No approval needed

## 5 Approval Levels BA Surveillance

### 5.1 Offering G&H under INF-0744

*Other than Public Customer Visits as defined in INF-0744 App 3, see table 2*

Value / person and occasion	Business Unit	BA Functions	Foreign legal entity
<b>Public Official recipient</b>			
>1500 SEK	BU Management Team Member	Business Area Functional Owner (reporting to Head of BA)	Head of Local Foreign Entity
$500 < x \leq 1500$ SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed
<b>Private recipient</b>			
>500 SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed

### 5.2 Arranging Public Customer Visits as defined in INF-0744 App 3

	Business Unit	BA Functions
<i>No deviations</i>	BU Management Team Member	BA Management Team Member
<i>Deviations</i>	BA Management Team Member	Head of BA

### 5.3 Receiving G&H under INF-0744

Value / person and occasion	Business Unit	BA Functions	Foreign legal entity
>500 SEK	Line manager	Line manager	Line manager
$\leq 500$ SEK	No approval needed	No approval needed	No approval needed

## 6 Approval Levels OPC Germany

### 6.1 Offering G&H under INF-0744

*Other than Public Customer Visits as defined in INF-0744 App 3, see table 2*

Value per person and occasion	OPC Germany
<b>Public Official recipient</b>	
>150 EUR	Operational Country Functional Owner (reporting to Head of OPC)
50 < x ≤ 150 EUR	Line Manager
≤50 EUR	No approval needed
<b>Private recipient</b>	
>50 EUR	Line Manager
≤50 EUR	No approval needed

### 6.2 Arranging Public Customer Visits as defined in INF-0744 App 3

	OPC Germany
<i>No deviations</i>	Operational Country Functional Owner (reporting to Head of OPC)
<i>Deviations</i>	Head of OPC

### 6.3 Receiving G&H under INF-0744

Value per person and occasion	OPC Germany
>50 EUR	Line Manager
≤50 EUR	No approval needed

## 7 Approval Levels OPC UK

### 7.1 Offering G&H under INF-0744

*Other than Public Customer Visits as defined in INF-0744 App 3, see table 2*

Value / person and occasion	OPC UK
<b>Public Official recipient</b>	
<i>&gt;150 GBP</i>	Operational Country Functional Owner (reporting to Head of OPC)
<i>50 &lt; x ≤ 150 GBP</i>	Line Manager
<i>≤50 GBP</i>	No approval needed
<b>Private recipient</b>	
<i>&gt;50 GBP</i>	Line Manager
<i>≤50 GBP</i>	No approval needed

### 7.2 Arranging Public Customer Visits as defined in INF-0744 App 3

	OPC UK
<i>No deviations</i>	Operational Country Functional Owner (reporting to Head of OPC)
<i>Deviations</i>	Head of OPC

### 7.3 Receiving G&H under INF-0744

Value / person and occasion	OPC UK
<i>&gt;50 GBP</i>	Line Manager
<i>≤50 GBP</i>	No approval needed

## 8 Approval Levels Group Functions

### 8.1 Offering G&H under INF-0744

*Other than Public Customer Visits as defined in INF-0744 App 3*

Value / person and occasion	Group Functions other than GBD	Group Business Development (GBD)
<b>Public Official recipient</b>		
>1500 SEK	Sub-Group Functional Owner (reporting to Group Functional Owner)	Sub-Group Functional Owner or Head of Country Office (reporting to head, or deputy head, of GBD)
$500 < x \leq 1500$ SEK	Line Manager	Line Manager
$\leq 500$ SEK	No approval needed	No approval needed
<b>Private recipient</b>		
>500 SEK	Line Manager	Line Manager
$\leq 500$ SEK	No approval needed	No approval needed

### 8.2 Receiving G&H under INF-0744

Value / person and occasion	Group Functions other than GBD	Group Business Development (GBD)
>500 SEK	Line Manager	Line Manager
$\leq 500$ SEK	No approval needed	No approval needed