



## Gain greater control over your gifts and hospitality procedures

Accepting or providing improper meals, gifts or entertainment can expose your organization to reputational damage and fines. Maintain sufficient internal controls and keep compliance top of mind with a system that makes it easy to collect and track information and enforce policies. Access to TRACE*gifts*, a secure online system for tracking gifts and hospitality, is included in the TRACE membership package at no additional cost.

TRACE*gifts* simplifies the tracking of key information regarding both incoming and outgoing gifts, meals and entertainment and can help your organization:



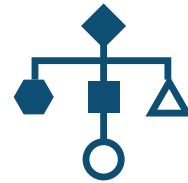
**Deploy and maintain** a global gifts and hospitality program



**Track an unlimited number** of employee and third party interactions



**Quickly identify** suspicious spending patterns and red flags



**Improve workflows** related to gifts and hospitality tracking



**Reduce time** spent on administrative tasks



**Automate and streamline** review and approval processes



**Search and report on key data** by country, customer, type of gift and other criteria



**Set and enforce** giving and receiving limits on gifts, meals, travel and entertainment



**Monitor, document and address** potential misconduct

## Features Include

- **Intuitive user interface and built-in workflows** for a higher level of efficiency
- **Flexible search and reporting features** help users identify suspicious activity and generate auditable tracking records
- **Ability to set up a multi-tier hierarchy** of departments, divisions, or subsidiaries to reflect each company's unique organizational structure
- **Built in security features** that meet industry requirements and allow users to store data with confidence
- **Ability to export all registries to Excel** for easier reporting
- **Functionality to bulk upload registries** to streamline large-scale gifts and hospitality tracking
- **Email notifications** that can be sent to specific users to keep compliance top of mind
- **Approval and rejection thresholds** that can be set by amount, category, and region to support a global compliance program
- **Mobile friendly interface for logging and tracking** spending on the go
- **Multiple customization options**, including the ability to edit portal text, upload company-specific instructions and policies, and create tracking categories to align with your business needs
- **Integration with the TRACE Bribery Risk Matrix®** that shows detailed, country-specific risk information with a click
- **Functionality to manage user permissions** in bulk for increased productivity
- **Ability to input custom translations** for company-specific terminology
- **Automatic registry value tracker** to track and flag registries over chosen limits
- **Multilingual functionality in 12 languages\*** to accommodate a global workforce

*\*Languages available include: Chinese, English, French, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Thai and Vietnamese*

To learn more or schedule a TRACE*gifts* demo,  
email [gifts@TRACEinternational.org](mailto:gifts@TRACEinternational.org) or call **+1 410.990.0076**.