

INTERNATIONAL OPERATIONS GUIDELINES ON VIOLATIONS

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International Operations participants who commit any of the following offenses may be disciplined in accordance with the Table set after due investigation and deliberation by the Complaints Committee, if necessary:

Legend

- Payment of appropriate fee
- Written reprimand/warning
- Suspension from participation in the I.O. Project (the duration of which shall depend on the gravity of the violation)
- Ban from participation in all I.O. Projects as well as other CITEM projects.

Violation

Occurrence and Penalty

1st

2nd

3rd

1. Issuance of bouncing checks

1 & 3

1 & 4

2. Non-payment of accounts (travel/freight/ hotel/shipment)

1 & 3

1 & 4

3. No-show during the fair

3

4

4. Fair Representatives

a) Not sending a representative (as agreed before the fair/mission) e.g. man-vie for ANUGA

3

4

b) Representative arriving late for leaving earlier as scheduled) for the fair/mission

2

3

4

5. Withdrawal from the project

a) More than 3 months before the fair/mission activity participation fee deposit fee

2 not refundable

refundable

b) Less than 3 months before the fair/mission activity participation fee deposit fee

3 not refundable

refundable

c) No justifiable reason for withdrawal

3

3

6. Written complaints from buyers (i.e. non-delivery, etc.) which will be deemed valid by the Complaints Committee

3

4

7. Public scandal/grave misconduct during the fair/mission

2

4

8. Non-attendance in meetings

2

3

4

NOTE:

International Operations will consider the decisions/sanctions by Domestic Operations on I.O. participants and consider Bureau of Export Trade Promotions watchlist sanction to a particular company. In cases where an applicant is banned from participation in a Market Week/DTI Project, I.O. shall also apply the ban on the concerned applicant until such time that the sanctions are lifted by the implementing agency and is cleared by the concerned agency. BETP's watchlist, however, will be reviewed prior to implementation of sanction mentioned.

Adopted: 3 Oct. 1991

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