

Frequently Asked Questions for the GDAT Tool and Related Process

What does GDAT stand for?

GDAT stands for Government Dealings Approval Tool. It is named after its predecessor used in the MENA BU up until September 2017

When do I need to use the GDAT form and process?

You need to use this form whenever a request is being made to provide anything of value to a government official, including US government officials. This form also needs to be used if a government official is being hired to provide a service to the Company. For more policy details on what is needed by interaction type, refer to the [Anti-Bribery Policy](#) which was updated in June 2016

The GDAT request form is located here:

(https://cocacola.ethicspointvp.com/custom/cocacola/forms/gifts/form_data.asp?lang=en)

Who approves GDAT forms?

The Legal Counsel responsible for the location makes decisions on approvals (or denials) of GDAT requests. If a request is pertinent to hiring of a government official, PAC approval needs to be obtained in addition to legal approval. Refer to the [Anti-Bribery Policy](#) which was updated in June 2016 for details on more specific situations.

Why can't my manager approve the transaction?

The Company's [Anti-Bribery Policy](#) was set up in order to ensure compliance with the FCPA (Foreign Corrupt Practices Act) and UKBA (UK Bribery Act), both of which regulate interactions with government officials. The AB Policy also

I'm not sure about how to complete the form, is there training or a reference document to help?

The WebForm is intuitively designed and laid out with simple questions and hence this Office is not setting up detailed instruction documents/manuals. However, a brief note on the form and things to remember is available [here](#)

Can I get the form in my language?

Currently the form is available only in English. The rollout follows the Company's Agile methodology and therefore continuous improvements are a norm. The next enhancement will target translations of the form into multiple languages. This is scheduled for early 2018.

What is the report key?

The Report key is a unique identifier which connects the WebForm used for submissions of GDAT Requests and the 'case' which is finally actioned by the legal approvers and/or PAC approver. The key is generated

I lost my report key, what do I do?

You legal counsel has the ability to access the case and view the report key. This is not recommended practice and should only be used in exceptional situations.

What password do I use at the bottom of the form?

Any four character password will work. There are no restrictions on the password.

Can I reuse passwords for each request?

Yes.

I am responsible for hiring a government official, what do I do?

Ensure you select 'Hire' under Purpose of Interaction in the Interaction Details section of the Details of Items of Value block.

How will I know when my request is approved?

You will receive an email with Subject "Follow-Up Posting on prior Report submission". Click the link in the email and use the report key (it will be in the email) and password you set up while submitting the request to log in and view the decision made. Note, if the approvers have questions or needs more information, you will get a similar email.

I want to attach a document to my submitted request, how do I do so?

After submission of the request, use the same link used to submit the request to log back into the system. On the top right, click the link which says "Check/Update Previous Request". Enter your report key and password used when you originally set up the request. On the secure area, click "Upload Files" on the left panel.

I want to provide more information about my request, how can I do that?

After submission of the request, use the same link used to submit the request to log back into the system. On the top right, click the link which says "Check/Update Previous Request". Enter your report key and password used when you originally set up the request. On the secure area, click "Add Follow up Notes" on the left panel.

Can I print a copy of my request for my records?

After submission of the request, use the same link used to submit the request to log back into the system. On the top right, click the link which says "Check/Update Previous Request". Enter your report key and password used when you originally set up the request. On the secure area, click "Print My Report" on the left panel.