



Gift and Hospitality Issues

Acceptable and Unacceptable Gifts

Acceptable Gifts

- Meals in the course of a business relationship (you should reciprocate whenever possible).
- Items of nominal value such as pens, pencils, calendars, or other logo items.
- Modest gifts such as a fruit basket during the holidays or special occasions (you should share it with your co-workers or send it to a charity).
- Moderate gifts or gift cards that have are tied to specific business events or occasions.
- Mementos for participating in an activity or conference sponsored by a supplier or vendor.

Unacceptable Gifts

- Cash or currency.
- Gratuities in the form of tips unless it is a regular part of your job.
- Inter-city travel paid for by a supplier, vendor, contractor, or anyone outside the company.
- Gifts that only personally benefit you.
- Any kind of gift received during a purchasing decision.
- Gifts that are exclusive under terms not available to anyone else.