



Four “R’s” for Refusing a Gift

- 1. Refuse:** If you are offered a gift, entertainment, or preferred treatment that you believe is inappropriate, you should refuse immediately if possible.
- 2. Report:** Promptly report the situation to your supervisor or controller.
- 3. Return:** If you can’t refuse the gift, you should return it as soon as possible with an explanation of your company’s policy on gifts.
- 4. Redistribute:** If returning it is not possible, (or would offend the giver), donate it to a charity or distribute it equitably within your organization.