



## Checklist for Accepting a Gift

Use this checklist to help you decide if a gift is appropriate or not. If a gift is appropriate, you should be able to check ALL the boxes on this page.

☐ **Cost**

- ☐ Does it have nominal or moderate value?
- ☐ Does it not appear to be lavish or overly expensive?

☐ **Frequency:**

- ☐ Do you receive it from the same person or organization infrequently?
- ☐ Is this gift a usual part of doing business?

☐ **Circumstance:**

- ☐ Is it appropriate to the circumstance?
- ☐ Is the gift or entertainment related to a legitimate company business?
- ☐ Does it not appear to influence your decision-making, or objectivity, or pose a conflict of interest?

☐ **Appearance:**

- ☐ Would your acceptance of the gift look acceptable to others?
- ☐ Does it create the appearance of fair, impartial, and equal treatment?

☐ **Relationship:**

- ☐ Is it appropriate to your business relationship?
- ☐ Does it help improve business, political, or community relationships?

☐ **Exclusivity:**

- ☐ Could it be given to anyone in your position?
- ☐ Is it possible to share it with co-workers?