



Gift and Hospitality Issues

Examples of Gifts and Hospitality

Write down two examples of an inappropriate gift in your business.

1. _____

2. _____

Write down two examples of an inappropriate gesture of hospitality in your business.

1. _____

2. _____

Put a check next to each kind of gift or hospitality that is acceptable in your workplace. Provide an example.

Gifts:

_____ Mementos - Example: _____

_____ Promotional gifts - Example: _____

_____ Sample product - Example: _____

_____ Special occasions - Example: _____

_____ Souvenirs - Example: _____

Hospitality:

_____ Meals in normal course of doing business - Example: _____

_____ Lodging related to business - Example: _____

_____ Entertainment - Example: _____

_____ V.I.P. treatment or service - Example: _____