



Gifts and Hospitality Issues Red Flags

Use the following checklist to determine whether offering or accepting a gift is appropriate. If you check ANY of these items, you should not accept the gift and ask for assistance from your company ethics office or legal counsel.

- _____ Will it appear to improperly influence a decision?
- _____ Does it create a real or perceived conflict of interest?
- _____ Are you putting yourself, or appear to be putting yourself, in a compromised position?
- _____ How would this appear to others in the company or the general public?
- _____ Is this out of the ordinary?
- _____ Do you have permission to accept the gift?
- _____ Will this gift set a bad precedent?
- _____ Is this something that you could not afford to buy yourself?
- _____ Is this gift personal, or can it be used and shared with everyone at work?
- _____ Are you making any effort to conceal something?
- _____ Are you uncomfortable accepting or giving the gift?