



## 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.