



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.