



## Checklist for Accepting a Gift

Use this checklist to help you decided 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?