



## **Bribery & Corruption Part 5 - Accepting Gifts and Hospitality in the Workplace**

When is a gift a bribe? It's all about intentions. Before accepting a gift consider the intentions of the giver. Is the intention to influence a purchasing decision, a quid Pro Quo or "This for That" exchange, compensation or preferential treatment, or a kickback to pocket funds through the back door. If the gift gives a misleading impression in anyway, it could be bribe.

Consider the difference between manipulation and persuasion? Persuasion happens when we make someone believe something by giving good reason or an effective argument. This is typically what a good sales person or manager does. It is the ethical way to communicate and motivate. Manipulation seeks to control or influence in a devious way.

A gift is persuasive if it is given in a spirit of friendliness and good will, it communicates your values, is a good representation of you and your company, is useful, and is given at the right time and place.

A gift is manipulative if it is too expensive, out of place, used to gain favor, looks like a pay back, or timed with a purchasing or other critical decision. Remember these six considerations for giving a gift: the cost, frequency, circumstance, appearance, appropriate relationship, and exclusivity.

Here are the 4 "R's" for refusing a gift. First, refuse: If you are offered a gift or entertainment that you believe is inappropriate, you should refuse it immediately. Second, report: Promptly report the situation. Third, Return: If you can't refuse the gift, you should return it with an explanation of your company's policy on gifts. And fourth, Redistribute: If returning it is not possible, (or would offend the giver), donate it or distribute it equitably within your organization.

It is your responsibility to report any suspected gift, bribe, or corrupt behavior! Don't wait. Report the incident immediately. Document as much as possible. Violation of your organization's Code of Conduct or Anti-Corruption Policy may result in disciplinary actions including termination, restitution and legal action, heavy fines, or criminal investigation.

So, remember...your organization strictly prohibits ALL forms of bribery. You must never offer, promise or accept bribes or kickbacks and must not participate in or facilitate corrupt activities of any kind. Your ethical actions matter and are a direct reflection of the integrity and culture of your organization!

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