



### **Policy on Accepting Gifts or Favors**

It is permissible for a supplier to give gifts or gratuities to a customer /employee where they are freely offered, it is legal, it complies with the supplier's gift and gratuity policy, and a business related purpose exists. Any offering of gifts should be infrequent, and generally the value, not the cost, is less than \$50 (US\$) on an annual basis. Additionally, a gift cannot be in the form of cash or a gift certificate.

As a general guideline, you should not offer anything that:

- 1) Compromises, or appears to compromise the integrity of the business relationship.
- 2) Places you or the customer/employee in an unsafe environment (e.g. alcohol-related activities)
- 3) Potentially embarrasses or damages your reputation, your company's reputation, the customer/employee's reputation, or our company's reputation.
- 4) Places you or the customer/employee in an inappropriate environment (e.g. adult entertainment clubs)

If you in any way question whether or not the intended gift may fall in any of the four categories noted above, the intended gift should not be offered to the customer/employee. Failure to comply with this policy could result in forfeiture of business and other penalties if local laws are violated.

If a customer/employee solicits a gift or favor from your company, the request is to be tactfully declined. The solicitation of gifts from suppliers by customers/ employees is strictly prohibited. In the event an employee does solicit a gift from your company, the ActionLine should be notified. The phone number for the ActionLine is (989) 757-5280.