Gift Acceptance Policy



Company XXX strives to maintain straightforward business relationships with customers and suppliers. These relationships should be based on cost and the quality of the product and/or service, rather than on personal relationships.

It is the employees' obligation to guard against any behavior, including the receipt of or offering of gifts, meals or other gratuities that could be perceived as improperly intended to influence a business decision.

Company XXX employee's are discouraged from offering money, gifts or entertainment that is not incidental to a business relationship to any client or customer of XXX.

Suppliers are encouraged to respect and observe our gift policy and avoid offering excessive gifts and entertainment that may place our employees in an uncomfortable position.

In the event any gifts (flowers, chocolates or other small treats) are delivered to the office you may accept and share them with your office-mates if the gift is of small value.

In all other circumstances, however, you should return the gift and explain that the organization's Gift Policy prohibits employees from receiving gifts because (1) customers can expect our employees to provide competent and responsive public service without receiving "something extra," and (2) acceptance of a gift could be misunderstood by others as a way of gaining favor.