



GIFT AND HOSPITALITY ISSUES

Course No: ETH106

Course Length: 1 Hour

Description: This course covers the basic information that employees and managers need to know about gift and hospitality issues. It provides practical information, advice, tips, and a character connection.

Background: Exchanging gifts and showing hospitality is a perfectly normal part of doing business. It plays an important role in developing strong business relationships. In this area, an employee's first obligation is to conduct himself or herself in a fair and impartial manner. He or she has a responsibility to not let gifts and business hospitality compromise, or even appear to compromise, his or her ethical standards against undue influence.

Note: *This course assumes that your organization allows business gifts and hospitality. Please use discretion as to whether or not this course applies to your organization.*

Objectives:

- Know the ethical responsibilities for appropriately giving or receiving gifts and hospitality.
- Know the basic guidelines for giving and receiving gifts.
- Understand "nominal value."
- Identify appropriate and inappropriate gifts.
- Know the "Red Flags" for identifying inappropriate gifts and hospitality.
- Deal appropriately with gifts from suppliers.
- Identify unusual gifts, entertainment, and preferred treatment.
- Know the four "R's" for refusing a gift.
- Understand cultural and international gift exchange issues.

Course Outline

Part 1: Ethical Issues and Problems

- Gifts and hospitality
- Gifts come in all forms
- Three reasons for rejecting inappropriate gifts?
- Bad intentions
- What the law says

Part 2: Connecting Character

- Manipulation or persuasion?



- Something for nothing
- Fairness
- Character connection

Part 3: What You Need to Know

- Six considerations in accepting a gift
- Nominal value
- Acceptable gifts
- Unacceptable gifts
- Unusual gifts, entertainment, and preferred treatment
- Gifts above nominal value
- Gifts and hospitality from suppliers
- International gift exchange issues

Part 4: Actions for Success

- Red flags for identifying inappropriate gifts
- Four “R’s” for refusing a gift
- Appearance is everything!
- Key words for success
- Government gift-giving policies
- Reporting