



GIFT AND HOSPITALITY ISSUES: WHAT YOU NEED TO KNOW



Course No: 106 -3

Competency: Ethical Expectations

Audience: All

Duration: 15 minutes

Format: Online/Video

Quiz: 11 questions

Summary:

The most important thing you can do is to clearly identify your company's gift giving policies and practices. Is there any dollar amount for acceptable gifts? What particular restrictions apply to what kind of employees? Keep in mind that with some companies and government agencies there is no allowable gift giving at all. You need to educate yourself on where the boundaries are. The practical application of this is concerned with the "what" and the "how" of the situation. You need to be armed with specific steps to identify and refuse a gift even if it doesn't seem obvious. You also need to be able to apply ethical principles evenly to any situation or cultural practice.

Outline

1. Six Considerations in Accepting a Gift
2. Nominal Value
3. Acceptable Gifts
4. Unacceptable Gifts
5. Unusual Gifts, Entertainment, and Preferred Treatment
6. Gifts Above Nominal Value
7. Gifts and Hospitality from Suppliers
8. International Gift Exchange Issues