

Employee Gift Policy

[Name of the Company](#) supports gift giving between employees, but does not allow gifts to be used to win favors among staff.

Purpose

This policy aims to keep the exchange, distribution and receipt of gifts between employees consistent, including gratuities and rewards.

The company believes no employee should be given gifts in order to benefit from them, because that hurts the morale of other employees.

Scope

This policy applies to every employee, whatever their designation or department, including permanent, temporary and contract employees.

Guidelines

[Name of the Company](#) follows strict guidelines on gifts and does not allow favoritism or bribery.

No one may solicit gifts or favors from employees, organizations or agencies that the company deals with regularly.

Employees who give or receive gifts must make sure the gift does not create a conflict of interest or change anyone's preferences.

No employee or team may accept gifts, donations or services from customers, competitors or business dealers.

Exceptions

The company stays firm on these rules, but the following exceptions apply. Authorities and employees may accept:

- Edible, entertainment or accommodation gifts of [value](#), as long as they are shared with all employees or as many as possible
- Items of [value](#) that can be displayed in the company, such as flowers
- Handmade items from children
- Donations from a charity
- Gifts with the prior approval of the CEO
- Gifts given in return for serving the community
- Gifts received as a team

Procedure

- If you receive a gift that this policy does not allow, politely decline it or return it, and explain this policy to the giver.
- If you do not know who gave the gift, donate it to charity immediately, or use it for community purposes on the advice of a higher authority.

Policy Violation

Violating this policy will never be excused as an honest mistake. Action will be taken against the person, and it will result in immediate suspension.