349: Gifts to Company Personnel

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Section: Human Resources
Subject: Gifts to Company Personnel
Approved by: Harvey L. Massey
Effective Date: 10 September 1990
Last Reviewed Date: 10 September 1990
Policy Owner: Director of Human Resources

Policy

Scope: All Personnel

Employees are not permitted to accept gifts or entertainment at Christmas or at any other time of the year, except when of insignificant value ($25 or less)

The Company's intent is to establish and maintain relations with suppliers based on mutual confidence, respect and cost considerations. Gifts from suppliers represent the cost of doing business which must be passed on to customers like ourselves.

Showing favoritism or permitting situations which may indicate that favoritism is being shown must be avoided by all persons in supervisory positions. For this reason, supervisors are not permitted to accept gifts having significant value from persons under their supervision.

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