



POLICIES & PROCEDURES

NUMBER PP349

SECTION: Human Resources	SUBJECT: Gifts To Company Personnel
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P & P No.: 349

Section: Human Resources

Subject: Gifts To Company Personnel

Approved By: Harvey L. Massey

Effective Date: September 10, 1990

Last Reviewed Date:

Policy Owner:

SCOPE: ALL PERSONNEL

Policy

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 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.

APPROVED BY: Harvey L. Massey	EFFECTIVE DATE: September 10, 1990	Page 1 of 1
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