

GIFTS

No employee or member of his/her immediate family shall accept gifts from any person or firm doing or seeking to do business with the company under circumstances in which it might reasonably be inferred that the purpose of the gift is to influence the employee in his/her conduct of the company business with the donor. Such gifts should be returned with a note of explanation.

However, employees are not prohibited from accepting advertising novelties such as pens, pencils, and calendars, or other gift of nominal value (usually under \$25.00) when circumstances clearly show that the gift(s) are offered for reasons of personal esteem and affection, or in conjunction with the legitimate marketing or public relations program of the donor.

Original Date	Latest Revision Date	Replaces Policy Dated	Page # _____ of _____ Pages	Policy # _____ Title: _____
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