


Gifts

Goods, services, money

Are unacceptable



Must be assessed carefully



Are normally acceptable



In particular think about:

- What is the purpose of the gift?
- Are you about to make an offer or are you about to enter into negotiations?
- Is it a personal gift or is it for the company?
- Is something expected in return?
- Is it of a significant or insignificant value?
- Could we have given or received a gift of the same value?
- What ethical guidelines are the recipients bound by?
- Are the recipients public or private employees?
- Is the gift given openly or in an underhand way?
- Is it delivered to your house or to the workplace?
- Is the gift for lots of people or just one person?
- How often?

Use these forms to create awareness and when working on guidelines in your company. Cut out the examples from the boxes on the left. Discuss where to put them and then paste them to the form. Put in your own examples if you wish. Enlarge the form if it is to be used with groups.

Personal gifts for special birthdays and other occasions	Gifts bearing the product image that are of insignificant value	Gifts to the company on big occasions	Gifts with conditions attached	Return commission /kickback for an individual	"Thanks for your help" gifts
Payments in the form of e.g. work carried out on the recipient's house or materials delivered to his house	Reward points to employees as private individuals as part of an open bonus scheme (flights/hotels)	Money (and things which can easily be redeemed for cash)	Gifts of little value, for example a bottle of wine or flowers when you have given a speech	"Competitions" with prizes that can be regarded as gifts	Gifts which can have an influence on a situation where you are about to make an offer or enter into negotiations



Entertainment, activities

Meals, entertainment, courses, client events

Are unacceptable



Must be assessed carefully



Are normally acceptable



In particular think about:

- What is the purpose of the invitation?
- Are you about to make an offer or are you about to enter into negotiations?
- Is the invitation for one person or the company?
- Have you discussed who should go?
- Is something expected in return?
- Is it of a significant or insignificant value?
- Could we have given or accepted a similar invitation?
- What ethical guidelines are the recipients bound by?
- Are the recipients public or private employees?
- Are several people or just one person invited?
- How often?
- Who pays for travel and accommodation expenses?
- Is the professional content of adequate quality and relevance?
- Are you being openly invited?

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Tickets to sporting and cultural events	Expensive meals	A working lunch or dinner	Sexual favours	Inclusion of partners
Professional events where travel and/or accommodation is paid for by others	Professional events where the participant's employer pays for travel and accommodation	Expensive trips, accommodation and events with very little professional content, where expenses are met by someone other than your employer	Invitations to private occasions (holiday home, wedding)	Entertainment or events that are provided in order to influence a negotiation or purchase



The payment of expenses for others aside from your own employees

Travel and accommodation, money for food or pocket money etc.

Are unacceptable

Must be assessed carefully

Are normally acceptable

In particular think about:

Why should we pay for or have these expenses paid for?
Is this clearly business-related?

Are the expenses relevant, and can they be verified?

Can the company, as far as possible, handle payment instead of advance payments?

Is payment for the expenses agreed with the company and not just with the person receiving it?

Are you about to make an offer or are you about to enter into negotiations?

Is it of a significant or insignificant value?

What ethical guidelines are the recipients bound by?

Are the recipients public or private employees?

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Trips over long distances, expensive tickets	The covering of expenses for partners	The payment of expenses for public employees	The payment of personal expenses	High standard accommodation	A cash payment without statements and documentation
Medium-standard accommodation at the company's own guest house	Shared transport (e.g. a minibus) over moderate distances	Participation at the host's own professional events (provided that travel and accommodation are met by your own company)	Advance payments or cash payments (provided there is an agreement regarding use along with documented expenses)	The covering of expenses other than the normal accommodation costs through the hotel bill	

