**Corporate Gifting Policy**

**1. Purpose**

The purpose of this Corporate Gifting Policy is to provide guidelines and standards for the giving and receiving of gifts in the context of our organization's business relationships. This policy aims to ensure transparency, integrity, and compliance with ethical standards while fostering positive relationships with clients, vendors, partners, and employees.

**2. Scope**

This policy applies to all employees, contractors, agents, and representatives of [Company Name] who engage in business activities involving the giving or receiving of gifts on behalf of the organization.

**3. Principles**

* Transparency: All gifts given or received must be transparently disclosed and documented in accordance with this policy.
* Integrity: Gifts should not compromise the integrity or impartiality of any business decision or action.
* Compliance: All gifts must comply with applicable laws, regulations, and industry standards.

**4. Guidelines for Giving Gifts**

* Value: Gifts should be of nominal value and proportionate to the business relationship. Excessive or extravagant gifts are prohibited.
* Appropriateness: Gifts should be appropriate for the recipient and reflect cultural sensitivities and preferences.
* Frequency: Employees should exercise discretion and avoid giving gifts excessively or too frequently, as this may create the appearance of impropriety.
* No Cash Gifts: Cash gifts or cash equivalents, such as gift cards, are prohibited.

**5. Guidelines for Receiving Gifts**

* Disclosure: Employees must promptly disclose the receipt of any gifts, including their nature and value, to their immediate supervisor or the designated compliance officer.
* Acceptance Criteria: Employees may accept gifts of nominal value (e.g., promotional items, branded merchandise) that do not create a conflict of interest or obligation. Gifts exceeding nominal value must be declined or returned to the sender.
* Reciprocity: Employees should avoid accepting gifts that may create an expectation of reciprocal favors or influence business decisions.

**6. Prohibited Practices**

* Offering or accepting bribes, kickbacks, or other forms of unethical inducements in exchange for business favors or advantages.
* Accepting gifts that violate applicable laws, regulations, or company policies.

**7. Reporting and Compliance**

* Employees are encouraged to report any violations or concerns regarding this policy to their supervisor, Human Resources, or the designated compliance officer.
* Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

**8. Review and Amendment**

This Corporate Gifting Policy shall be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary with approval from [appropriate authority or department].