

Gifting Policy

Until some time ago gift policies were merely policies on paper. In fact, they were mostly abused by the higher authorities where favours were received as gifts.

Gift-baskets were openly exchanged on occasion such as birthdays, festivals or even while signing up a new deal. There was a fine line between gifts and bribes which couldn't be easily be identified. Moreover, it would be bad for the morale of the employees if they feel like some employees are benefitting more than the others in the form of gifts. This not only influences decision making but also affects the efficiency of other employees.

Thus, implementing a comprehensive gift policy not only educates employees about a fair gifting policy but also its vendors and other stakeholders.

Policy

This policy governs the gifts that are exchanged, gifted or received by the employees of the organization. It is applicable to gifts within the organization as well as between professional connections made on behalf of the organization.

The purpose of this policy is to establish uniformity in the gifting culture within the organization and restrict any conflicts of interest.

Scope

This policy is applicable to all permanent, temporary or contractual employees of the company.

Policy

Under this policy, the company strictly prohibits soliciting any gifts or favours from any employees, associates or agencies and their representatives; with whom he deals on an official basis.

Employees should make sure that any such gift or favour does not lead to an unfair change of preferences or conflict of interest.

However, as an exception, Human Resources may seek gifts in the form of sponsorships from agencies dealing with for use in corporate-wide events.

Exception

1. Any gift that of the nature of food, entertainment or accommodation of reasonable value/ up to \$(*amount*)/ less than (*percent of annual salary*)% of the employee's annual salary or
2. Any mementoes or souvenirs, or
3. Any gift under the value of (*amount*), or
4. Any gift in the form of donation or charity, or
5. Accepted with prior approval of the CEO, or
6. Any gift received as the team, or
7. Any gift received as a member of the public.

However, such exemptions will not stand true if the management feels that such gifts may influence the employee's decision making or be perceived unfair by the other employees.

Procedure

On receiving any such gift that does not fulfil this policy, the employee shall politely request the giver to take it back. This should also be informed about the executive in charge.

In such a case where it is impractical or discourteous to return the gift, the employee may declare and surrender the gift or favour to the HR as soon as possible.

If the giver or the gift is anonymous, it should be handed over to the executive in charge who may treat the gift as charity or donation.

In circumstances where the gift involves gifts such as meals or trips, the employee may accept this only with the prior permission of the CEO. However, such actions should not influence business decisions.

Treatment Of Food Items Received As Gifts

Any gift received that is edible in nature should be shared amongst all the employees. In the case of perishable food items, it should be shared by the employees present during that time. In the case of non-perishable food items, employees who are absent at that time should be rendered with their share whenever they are present the next time.

Non-Compliance

Non-compliance with this policy may attract severe penalty and [disciplinary actions](#) such as expulsion.