

GHSP Gift Policy

Purpose and Scope

Purpose: To provide guidance to employees concerning the receiving of gifts.

Scope: All GHSP personnel will be expected to adhere to these guidelines

Procedure

General/Gifts to Individuals: GHSP employees shall refrain from soliciting or accepting money, loans, credits, prejudicial discounts, gifts, entertainment, favors or special services from present or potential suppliers that might influence or appear to influence purchasing decisions. Unsolicited gifts of nominal value or trivial items of informational or advertising value are acceptable. Permissible items include coffee mugs, caps, calendars, sleeves of golf balls or similar items displaying the company logo or providing modest refreshments such as soft drinks and donuts. Nominal value is \$10.00 or less.

Refusal: Any employee who is offered or receives an inappropriate payment or gift shall refuse it or return it to the giver in a tactful and dignified manner, advising the giver of this policy. Any offers that are clearly inappropriate will be reported to the Vice President of Finance.

Luncheons: Association with supplier representatives at luncheons, dinners or business meetings are helpful in establishing better business understanding and is neither questionable nor unethical, provided the employee keeps himself or herself free of obligations. GHSP employees should reciprocate expenses for these luncheons.

Gifts or Outings to Groups of Employees: Acceptance of general gifts or outings, offered to multiple GHSP employees (baseball outings, air shows), are acceptable upon approval from the GHSP staff. These issues should be brought to the attention of the Executive Secretary for review at the weekly staff meetings.

Golf Outings: Golf outings (group or individual) during normal work hours are acceptable within the guidelines of reasonable judgment. Vacation time should be used for these occurrences and any gifts offered during these outings are subject to the same policy as other gifts. Any winnings obtained through skill events or drawings at these events are acceptable.

Records

A copy of this procedure shall be distributed to all GHSP suppliers annually.