

# Know What's ACCEPTABLE



**Offers of gifts, entertainment and hospitality can show goodwill in business. It's up to each of us to know when an offer crosses the line into something inappropriate:**

#### **What's acceptable:**

- With non-government business partners, offers that are legitimate, unsolicited, appropriate, legal and nominal in value.

#### **What's not acceptable:**

- With government officials, anything of value offered without prior approval.
- Any offer that creates an obligation or appears to influence someone's decision-making.

Use care with gifts, entertainment and hospitality and follow our policies carefully. If you're unsure if an offer is acceptable, reach out to an appropriate internal resource.



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