



## **ADMINISTRATIVE POLICY No. 711**

IMPLEMENTATION FEBRUARY 10, 2014

### GIFTS AND GRATUITIES

#### **1.0 Purpose**

The purpose of this policy is to provide guidance to employees engaged in the purchasing function concerning the receiving of gifts and/or gratuities.

#### **2.0 Scope**

This policy applies to all employees.

#### **3.0 General**

It is the responsibility of the Purchasing Manager to ensure that personnel involved in the purchasing function:

- Read and understand all relevant policy and procedure bulletins when first employed.
  - Annually review and discuss all relevant policy and procedures bulletins to ensure that their understanding is current and clear.
- a. Any employee who is offered or receives such payment or gift of more than a nominal value from an individual or business organization doing business with PSSD shall refuse it or return it to the giver in a tactful and dignified manner, advising the giver of PSSD's policy prohibiting its acceptance.
  - b. Loans are not to be accepted from an individual or organization having prospective dealings with PSSD unless such individual or organization is in the business of making loans to individuals.

- c.** Employees shall not permit any influence which could conflict with the best interest of PSSD, or prejudice PSSD's reputation.
- d.** Association with supplier representatives at luncheons, dinners, or business organization meetings are helpful in establishing better business understanding, and is neither questionable nor unethical, provided the Buyer keeps himself free of obligations. To ensure this, our Purchasing personnel are expected to act as hosts on occasion and such efforts are to be a part of their operating expenses.
- e.** The responsibility for adherence to this policy is a joint one between the employee and supplier. Individuals who represent PSSD must be beyond challenge or reproach in every business transaction, and not allow themselves to be put into a position where their judgments can be influenced.
- f.** Any employee not complying with this policy shall be subjected to appropriate disciplinary action.
- g.** Supervisors must ensure conformity to this policy by insisting on compliance by their subordinates.