

ETHICS STANDARD POLICY – SAMPLE

The _____ expects its employees to maintain the highest ethical standards at all times, but in particular when conducting _____ business or in any circumstances that could reflect negatively on the organization. The intent of this policy is to ensure that every _____ employee is clear about the mandatory nature of always conducting _____ business with candor, reliability, integrity, and in strict compliance with all applicable laws – and to do so in a manner that excludes any consideration whatever of personal advantage or gain as well as in a manner that avoids even an appearance of personal advantage or gain.

GIVING/RECEIVING ITEMS OF VALUE:

A. **GIVING.** Gifts, favors, entertainment, and payments may be given to others at _____ expense, if they meet the following criteria:

1. They are consistent with accepted business practices.
2. They are of limited value and pre-approved by a divisional Vice President or the CEO and in a form that will not be construed as a bribe or payoff.
3. They are not in violation of applicable law and do constitute unacceptable ethical standards.
4. Public disclosure of the facts will not create embarrassment, dishonor, or appearance of either for the _____ or tend to put the _____ in a negative light.

B. **RECEIVING.** Employees shall neither seek nor accept for themselves or others any gift, favor, entertainment, or payment without a legitimate business purpose nor shall they seek or accept personal loans from any person, company or organization that: a) does or seeks to do business with the _____ or b) partners or seeks to partner with the _____

Employees May Accept:

1. Lunch and/or dinner invitations with an outside company, person, or organization (that is, customers/vendors/partners) assuming the invitation is extended by the outside company, person, or organization.
2. Gifts of small value such as calendars, pens, knives, etc., from an outside company, person or organization.
3. Tickets to events, assuming they are offered by the outside company, person or organization.
4. Gifts of perishable items usually given during the holidays, such as hams, turkeys, cookies, nuts, etc.

Receipt by an employee of any gift, item, or service with a value exceeding \$100 in connection with his or her work for the _____ shall be reported to the Vice President of Finance/CFO within 30 days. It is never acceptable or permissible to accept cash or cash equivalents, such as stocks or other forms of securities, of any amount.