



Calibration Laboratories

Policy

POL-03

Gifts and Gratuities Policy

1. Scope

This policy applies to all staff and all activities within HN Calibration Laboratories.

2. Purpose

The purpose of this policy is to ensure that all employees are free from undue pressures that can adversely affect the quality of their work, based on gratuities and gifts received from customers or suppliers.

3. Policy

It is the policy of HN Calibration Laboratories not to allow its employees to accept gifts and gratuities from customers or suppliers beyond:

- Occasional, reasonably priced meals in the course of doing business, accepted to facilitate business discussions. These meals should never rise to a number or price that puts the employee in a debt of gratitude to the customer or supplier.
- Token gifts valued at less than \$25, e.g. a coffee mug or a hat bearing the logo and/or name of the giver's business or product.

4. Enforcement

It is a condition of employment at HN Calibration Laboratories to read, understand and commit in writing to adhere to this policy.