



## GIFT AND HOSPITALITY ISSUES

**Course No:** ETH106

**Instructor:** Mark S. Putnam, M.Ed.

**Description:** This course covers the basic information that employees and managers need to know about gift and hospitality issues. It provides practical information, advice, tips, and a character connection

**Background:** Exchanging gifts and showing hospitality is a perfectly normal part of doing business. It plays an important role in developing strong business relationships. In this area, an employee's first obligation is to conduct himself or herself in a fair and impartial manner. He or she has a responsibility to not let gifts and business hospitality compromise, or even appear to compromise, his or her ethical standards against undue influence.

*Note: This course assumes that your organization allows business gifts and hospitality. Please use discretion as to whether or not this course applies to your organization.*

### **Objectives:**

- Know the ethical responsibilities for appropriately giving or receiving gifts and hospitality.
- Know the basic guidelines for giving and receiving gifts.
- Understand "nominal value."
- Identify appropriate and inappropriate gifts.
- Know the "Red Flags" for identifying inappropriate gifts and hospitality.
- Deal appropriately with gifts from suppliers.
- Identify unusual gifts, entertainment, and preferred treatment.
- Know the four "R's" for refusing a gift.
- Understand cultural and international gift exchange issues.

### **Required Reading:**

"Gifts that Keep on Giving" by Mark S. Putnam

**Course Length:** 2 hrs. 0 min.

**Prerequisites:** ETH101, Ethical Decision-Making Skills (recommended)

**Points Possible:** 160



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**Passing Score:** 75%

**Activities:**

Activity: Examples of Gifts and Hospitality

Activity: Manipulation Versus Persuasion

Activity: Checklist for Accepting a Gift

Activity: Red Flags

Activity: Gift-Giving Worksheet

**Content Tests:** These tests contain True/False and multiple choice questions based on the Course Content in this section. Before taking these tests, please watch the videos and download the Section Outline handout.

Conflicts of Interest 1

Conflicts of Interest 2

Conflicts of Interest 3

Conflicts of Interest 4

Gifts that Keep Giving

**Scenario Tests:** These tests provide scenarios with up to four possible answers. You may receive between 0 and 10 points each question depending on the appropriateness of your answer. Answers not only require the correct ethical response but also require good judgment, sound reasoning, and a balanced approach to problem solving.

Conflicts of Interest Scenarios - 1

Conflicts of Interest Scenarios - 2

Conflicts of Interest Scenarios - 3

Conflicts of Interest Scenarios - 4