



HR 1Source

Your Company's "On-Call" Human Resources Professionals

MANAGER TRAINING Document 8

GUIDELINES FOR GIFT GIVING AT WORK

Some employers engage in giving gifts to employees at certain times of the year or for special occasions including, but not limited to: Holidays, retirements, birthdays, anniversaries, births, relocating, and promotions. Even well-intended, seemingly harmless presents can result in unintended outcomes. Employers should be mindful of gifts that lead to religious discrimination claims, favoritism, or some other unintended result. There is probably no one gift that will please everyone, but here are some things to keep in mind:

1. Ensure that what you are giving is an actual gift that is not tied to performance.
2. Consider your company's culture. Before starting a gift giving program, ask employees for input.
3. Choose tangible gifts including, but not limited to: Movie tickets, company merchandise, dinner vouchers, or gift cards.
4. If managers are givers, ensure that they are not giving gifts that are overly personal, religious, or intimate.
5. Always discuss gift giving selections, timing, and costs with managers before such gifts are distributed.
6. You may need to report to the IRS gifts given that exceed certain amounts.

Connect with the HR experts at HR 1Source for help with developing your company's gift giving boundaries and practices or any other "people" matters that you encounter in the workplace.

Visit us at www.hr-1source.com or call toll free at 855-804-0585