

# EMPLOYEE GIFTS



## I WANT TO GIVE MY EMPLOYEE A GIFT IS THAT APPROPRIATE?

Gifts that would be appropriate for the Company to pay for include:

- Occasional gifts from the Company/Department to recognize life events (e.g., marriages, births, adoptions)
- Flowers or the like to express the Company/Department's condolences
- Recognition by the Company/Department, for occasions like:
  - Anniversary (e.g., 30 years of service)
  - Retirement
  - Completion of a significant project

Company/Department paid gifts may never be cash or cash equivalents (including general merchandise gift cards).

Gifts that must be paid for with your own money:

- Holiday gifts
- Birthday gifts
- Personal recognition (e.g. a thank you gift)

Gifts should never be extravagant

Click [here](#) for our Policy on Gifts, Entertainment and Donations.

To help keep you on the right road to compliant and ethical decision making, please reach out to your leadership or us at: [compliance@rpm-inc.com](mailto:compliance@rpm-inc.com).



We are RPM and our success depends on each of us following the right route and embracing our Value of 168® to make the right decisions.