

XXIV. GRATUITIES

A. POLICY

It is the policy of AURA, that employees shall not give or accept gifts or special favors of value in business relationships with commercial firms or persons with whom AURA does business. It is AURA's policy to support compliance with the regulations of Government agencies and departments concerning vendor offers of favors, gratuities, entertainment, etc.

B. GUIDELINES

Relations with commercial firms should be governed by the following guidelines:

1. Ordinary business courtesies are not "gifts" within the context of this policy. (Example -- lunches)
2. Retention of advertising novelties is not inappropriate provided the item is of no appreciable value and is widely distributed to others having the same sort of business relationship with the donor.
3. Offers by present or potential suppliers to provide expense paid trips or other items of value, whether for business or pleasure, must be declined.
4. Employees must recognize situations in which, by reason of association, they should disqualify themselves from participating in corporate business transactions.