

## **Gifts and Entertainment:**

From time to time in the course of an employee's employment he or she may be offered a gift or entertainment from individuals or companies that do business with, or are interested in doing business with, United Survey Group. Additionally, there may be times where it is in United Survey Group's interest for an employee to offer a gift or entertain a client.

This policy should not be considered in any way as an encouragement to make, solicit or receive any type of entertainment or gift. United Survey Group may not, under any circumstances, actively solicit any type of entertainment or gift. Further, United Survey Group will not under any circumstances permit or authorize participation in any business gifts or entertainment that might be considered lavish, inappropriate or illegal.

### Receiving Business Courtesies:

United Survey Group's Employees **may not under any circumstances** accept gifts from individuals and companies.

### Extending Business Courtesies:

United Survey Group's Employees may provide appropriate gifts and entertainment to clients as long as the gift or entertainment is under USD 200.00 value and has been approved by Management.