

# 5 Tips for *Holiday Gifting Compliance*

Compliance doesn't mean eliminating gift-giving, but ensuring it's done appropriately and transparently. By following these tips, you can foster positive business relationships while maintaining ethical standards throughout the holiday season, without being the company Grinch.



## 1 Deck the Halls with Clear Gifting Policies

Clear gift and entertainment policies help employees navigate the complexities of holiday gifting while maintaining compliance.

- Set appropriate value limits
- Define legitimate business purposes
- Specify acceptable gift types



## 2 'Tis the Season for Employee Education

Well-informed employees are more likely to make sound decisions when it comes to holiday gifting and entertainment.

- Provide targeted holiday compliance training
- Send timely reminders about gift policies
- Emphasize importance of following procedures



## 3 Unwrap and Monitor High-Risk Areas

Vigilant monitoring of high-risk areas can prevent potential compliance violations and protect your organization's reputation.

- Pay extra attention to gifts for government officials
- Be cautious in regions with strict anti-bribery laws
- Review charitable donations made on behalf of clients

## 4 Make a List (and Check It Twice)

An efficient approval process ensures timely decisions without compromising compliance standards during the busy holiday season.

- Keep a record of all gift requests
- Document approvals for audit trails
- Review gifting trends to spot any risky behavior



## 5 Treat Yourself to Centralized Compliance Software

Investing in centralized compliance software can significantly enhance your organization's ability to manage and monitor holiday gifting practices effectively. Capabilities that help you spot Grinch-like behavior during the holidays include:

- Streamlined gift submissions and approval workflows
- Dashboards for centralized monitoring and reviews
- Real-time data to help you react quickly

Learn more about Gifts and Entertainment Compliance during the holiday season.

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