



Proceed with Caution

- When it comes to gifts between employees, proceed with caution.
- Generally, an employee should not give a gift to a manager or higher-paid colleague. Likewise, a gift should not be accepted from a subordinate or lower-paid employee.
- There are exceptions. A non-cash gift worth \$10 or less to a manager, occasionally, such as on birthdays or holidays, is OK.
- Another exception is a cash gift to a manager on a special occasion, such as a marriage, birth, adoption, retirement, or resignation.

It's all about avoiding complaints of favoritism or harassment, and creating a cohesive, productive workforce.

And that's smart business.

Contact the Ethics Office (ethics.help@usps.gov) for more guidance.