

Appendix 1

Gifts – goods, services, money

Examples of the assessments companies must make

<p>UNACCEPTABLE</p> <ul style="list-style-type: none">▪ Cash (and other considerations which can easily be converted to cash)▪ Benefits in the form, for example, of work on the recipient's private property/materials delivered to their home▪ Gifts with strings attached▪ Kickbacks to private individuals▪ Gifts which can affect a tendering/negotiating process	<p>NEED CAREFUL CONSIDERATION</p> <ul style="list-style-type: none">▪ Personal gifts on important birthdays and other occasions▪ Loyalty bonuses to employees as private individuals who are part of an open benefits programme (airline/hotels)▪ "Competitions" with prizes which can be regarded as gifts▪ Thank-you gifts	<p>USUALLY OK</p> <ul style="list-style-type: none">▪ Gifts to the company on major occasions▪ Promotional gifts of insignificant value▪ Gifts of little value, such as a bottle of wine or flowers, after giving a speech
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Hospitality, experiences – dining, entertainment, courses, customer events

Examples of the assessments companies must make

<p>UNACCEPTABLE</p> <ul style="list-style-type: none">▪ Expensive trips, accommodation and events with little professional content, where the costs are paid by somebody other than the person's own company▪ Hospitality or events likely to influence a tendering/negotiating process▪ Sexual services	<p>NEED CAREFUL CONSIDERATION</p> <ul style="list-style-type: none">▪ Professional events where travel and/or accommodation are paid by others▪ Tickets to sporting or cultural events▪ Expensive meals▪ Participation of accompanying persons▪ Invitations to private events (private holiday home, wedding)	<p>USUALLY OK</p> <ul style="list-style-type: none">▪ Working lunch or dinner▪ Professional events where the participant's employer pays travel and accommodation
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Covering costs for people other than own employees – travel and accommodation, per diem allowances/pocket money, etc

Examples of the assessments companies must make

<p>UNACCEPTABLE</p> <ul style="list-style-type: none">▪ Cash payments without statements and documentation▪ Covering costs other than normal accommodation charges over the hotel bill▪ Covering private spending	<p>NEED CAREFUL CONSIDERATION</p> <ul style="list-style-type: none">▪ Cash advances or payments (assuming agreement on use and documented expenses)▪ Accommodation of a high standard▪ Long-distance travel, expensive tickets▪ Covering expenses for civil servants▪ Covering expenses for accompanying persons	<p>USUALLY OK</p> <ul style="list-style-type: none">▪ Moderately priced accommodation in the company's own guesthouse▪ Collective transport (minibus, for example) over moderate distances▪ Attendance at the host's own professional events (assuming that travel and accommodation are paid by the participant's own company)
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Source: Confederation of Norwegian Enterprise (NHO) "[...over streken?](#)" (... overstepping the mark?)