

Sample Policy Regarding Supplier Gifts and Kickbacks



Introduction

Honesty and fairness are two components of [RESTAURANT NAME] values—customer satisfaction, integrity and people. Our values, and company policies each require employees to make a committed effort to doing the right thing at all times, and to be honest and fair in all of their business dealings. Compromising those values and standards by offering or soliciting gifts or kickbacks is prohibited.

Definition

A kickback is ANY money, fee, commission, credit, gift, gratuity, any item of value or compensation of any kind that is provided directly or indirectly, from an existing or prospective supplier for the purpose of obtaining or rewarding favorable treatment in the bidding, awarding or continuation of business with [RESTAURANT NAME].

Relationships With Vendors/Suppliers

Relationships with suppliers of all goods and services to [RESTAURANT NAME] must be on an “arms length” basis, reflecting a willing buyer and willing seller. Whenever possible, competitive bidding should be used, with vendor and supplier decisions made on the basis of quality, price, availability and service.

1. If the employee making the purchasing decision is a friend or relative of the supplier, the employee should disclose this information to the [OWNER, GM] before effecting the transaction.
2. Neither employees nor members of their immediate families may use a [RESTAURANT NAME] supplier for personal needs on other than an “arms length” basis.

Gifts and Gratuities

Meetings with vendors and suppliers may include some aspect of entertainment, provided the entertainment is of reasonable value and occasional frequency. The nature of meetings and entertainment should always be in good taste and not in conflict our values.

Participation in supplier-sponsored seminars, meetings or activities at vendor-owned or supplied facilities and attendance at other smaller sporting events may be permitted with prior approval by the [OWNER, GENERAL MANAGER].

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Please Note – Terms and Conditions:

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