

Gifts, Gratuities and Entertainment

Notice to Suppliers and Potential Suppliers of Fairfield University's Policy regarding gifts, gratuities, and entertainment.

Fairfield University greatly values the importance of good supplier relationships. These relationships are based on mutual respect and cooperation. We believe these relationships are most effective when our external business partners clearly understand the values, principles and policies which guide Fairfield University employees in the conduct of business.

One area in which we ask you to join us is vigilance in preventing real and/or perceived conflicts of interest associated with gifts, gratuities, and entertainment (theater, sporting events, fishing trips, golf, travel, etc.). Fairfield University expressly prohibits its employees from soliciting and/or accepting gifts, gratuities, or entertainment for private use, either directly or through a member of their immediate family (this includes any gratuitous payment, loan, service or accommodation of any value) from any external business partners doing business or seeking to do business with Fairfield University, even if connected to a site visit or training program. Business meals are acceptable as long as they are not frequent or lavish.

We have a long standing request to our partners that no gift may be offered to any employee. The only exceptions are as follows:

- Product samples, so long as there is a legitimate business purpose.
- Calendars, desk novelties, or similar advertising items of nominal value.

Acceptance of monetary or near-money items such as cash, gift cards, gift certificates, business cards, tokens and other cash substitutes is strictly prohibited.

This conforms to Fairfield University organizational values and ethical standards of behavior. We ask you to abide by the policy throughout your relationship with Fairfield University. Disregard of this policy can lead to remedial actions including supplier disqualification.

Your continued Cooperation and support is greatly appreciated.