



Gifts & Entertainment Guidelines

Gifts from Third Parties

- Employees may accept gifts of a combined value of US \$75 or less per year from the same Third Party.
- Legal Department approval is required for gifts greater than US \$75 or multiple gifts greater than US \$75 in one year from the same Third Party.
- Third Parties include any current or prospective supplier or customer. Refer to the Global Gifts & Entertainment Policy for specific guidance.

Meals & Entertainment

- Employees may offer or accept reasonable and appropriate meals and entertainment to or from Third Parties for legitimate business purposes.
- Refer to the Governmental Contacts and Lobbying Disclosure Compliance Policy for meals and entertainment for U.S. Government Officials.
- Refer to the Global Anti-Corruption Policy for meals and entertainment for non-U.S. Government Officials.

Gifts to Third Parties

- Employees may offer reasonable and appropriate gifts to Third Parties for legitimate business purposes.
- Expenses for gifts to Third Parties must be appropriately documented.
- Refer to the Governmental Contacts and Lobbying Disclosure Compliance Policy before offering a gift to U.S. Government Officials.
- Refer to the Global Anti-Corruption Policy before offering a gift to non-U.S. Government Officials.

Gifts to Fellow Team Members

- Employees may provide gifts (including gift cards) to fellow employees (including managers to subordinates) as long as the gifts are in good taste, reasonable, appropriate and paid for by the employee and not expensed to FedEx.
- Personal gifts to employees should not be provided as performance rewards.

**Please refer to the FedEx Global Gifts & Entertainment Policy for additional information and guidance. The Policy can be found on the Corporate Integrity & Compliance Purple Hub site by clicking on "Policies and Procedures."*

Important!

- Employees must never offer or accept gifts, meals or entertainment to or from Third Parties if they:
 - Are cash or cash equivalents (such as gift cards or gift certificates)
 - Are, or could be perceived, to be extravagant in value
 - Are solicited
 - Are frequent
 - Are given or received with the intent to influence the recipient's independent business judgment
 - Could be considered to be a bribe, payoff or kickback
- If you received an unacceptable gift that you did not have the opportunity to decline in advance, you should return it (contact your company's legal department if you are unable to do so).
- If you have questions or need advice regarding what is and is not acceptable to give or receive, you should contact your manager, human resources or your company's legal department.

