

Gift, Entertainment, and Hospitality (GEH) Policy

Course Duration (1 Day) 8 Hours

Course Outline :

Module 1: Introduction to Gift, Entertainment, and Hospitality (GEH) Policies

1. Definition and Purpose of GEH Policies
2. Importance of Ethical Business Practices
3. Key Stakeholders Affected by GEH Policies
4. Common Misconceptions About GEH Policies
5. Organizational Risks Associated with GEH

Module 2: Legal and Ethical Frameworks Governing GEH

6. Overview of Global Anti-Bribery and Corruption Laws
7. Industry-Specific Regulations on GEH
8. Ethical Considerations in Accepting or Giving Gifts
9. Corporate Governance and Compliance Standards
10. Employer and Employee Responsibilities in GEH

Module 3: Acceptable vs. Unacceptable GEH Practices

11. Guidelines for Giving and Receiving Gifts
12. Entertainment and Hospitality Limits and Restrictions
13. High-Risk Scenarios and Red Flags
14. Acceptable Business Courtesies vs. Bribery
15. Case Studies on Ethical and Unethical GEH Practices

Module 4: Recognizing and Preventing GEH-Related Conflicts of Interest

16. Understanding How GEH Can Lead to Conflicts of Interest
17. Identifying Potential COI in Business Transactions
18. Transparency in Professional Relationships
19. Managing Vendor and Client Interactions Ethically
20. Risk Assessment in GEH-Related Decision-Making

Module 5: Reporting and Disclosure Requirements

21. When and How to Disclose GEH Transactions
22. Internal Reporting Mechanisms for GEH Violations
23. Anonymous Reporting and Whistleblower Protections
24. Role of Compliance and HR in Handling Reports
25. Consequences of Non-Disclosure

Module 6: Risk Mitigation Strategies and Best Practices

- 26. Establishing Clear Policies and Guidelines for GEH
- 27. Implementing Internal Controls and Audits
- 28. Educating Employees on GEH Compliance
- 29. Creating a Culture of Transparency and Ethical Decision-Making
- 30. Regular Monitoring and Policy Updates

Module 7: Consequences of GEH Policy Violations

- 31. Legal and Regulatory Penalties for Non-Compliance
- 32. Corporate Disciplinary Actions for Policy Breaches
- 33. Reputational Risks and Financial Implications
- 34. Case Studies on GEH Violations and Their Impact
- 35. Strengthening Organizational Accountability

Module 8: Case Studies and Scenario-Based Learning

- 36. Real-World Examples of Ethical and Unethical GEH Cases
- 37. Scenario-Based Exercises for Decision-Making
- 38. Role-Playing Activities for Handling GEH Situations
- 39. Lessons Learned from Corporate Compliance Failures
- 40. Course Wrap-Up and Final Q&A Session