



OFFICE GIVING



..... ETIQUETTE & SOLUTIONS



Participate in all organized work gift-giving activities including a Secret Santa. This is not optional.



Don't spend less or more than expected. In doubt? Find out from the organizer, human resources or a veteran employee.

The usual price is around \$20



STICKY SITUATION: A colleague offers you a gift that is way too personal.

SOLUTION: Just as when you receive an overly generous gift from a client, when you receive an overly personal, intimate gift, you must decline it.

Although I value you as a colleague, I really cannot accept this gift. It is much too personal for our professional relationship.



Appreciation and recognition go a long way in employee satisfaction. Make sure to give the same item to every member. Even if you offer your gift one-on-one; they will talk.



Do so privately, away from the office. Meet for breakfast, lunch or after work drinks.



It is generally a "no-no." The reason is simple: It could be perceived as a quest for favors. Your gift to the boss is doing a good job and meeting expectations.

The exception is when the team offers a group gift



STICKY SITUATION: A colleague gives you a gift and you don't have one for him.

SOLUTION: You do not have an obligation to reciprocate. Acknowledge the gesture, say thank you, and offer your best holiday wishes. If you wish to reciprocate understand that you may be starting a new tradition. If you have no intention of annually giving to this person, don't make up a story by saying that you forgot his gift.



How thoughtful of you. Thank you for thinking of me. I appreciate it.



Foremost, make sure that you respect their company's Gift Policy. Group gifts are ideal: sweet and/or salty treat baskets, morning treats or lunch delivered, or invite the team out to an activity.

Never buy gag, personal, intimate, or fragrant items. These gifts could offend, embarrass, or put you and the receiver in a very slippery situation. Stay clear of alcohol. Some employers forbid it.

More traditional gifts include journals, upscale pens, mugs, desktop or travelling accessories, or gift cards to favorite coffee shops or bookstores.

Popular office gifts include USB keys, ear buds, water bottles, personalized iPad or eReader covers, and charity gift cards <https://www.canadahelps.org/GiftCards/>.

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Julie

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