

Holiday & Gift Giving Etiquette Tips

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Do's

- You may have a gift delivered to the home or office.
- Ensure that the merchant's name and address is on the box or enclosed on a card.
- Gift certificates are best for when you do not know the person well enough to choose a gift. It may seem as if you couldn't be bothered choosing the gift yourself.
- In gifting an individual in a group situation, it may be more politic to present the gift privately (as others may not have brought a gift).
- If you are giving a gift to someone from another country, be aware of the "do's and taboos".
- If you receive a gift that you cannot use, you may pass it on to someone who could use it. However, it is not a replacement for another gift. Inform the recipient that it is something you already owned but could not use. It is unethical to let them believe you spent time looking for and purchasing the item.
- For the person who seems to have everything, give a consumable gift – e.g. chocolates, wine, liqueur, beverage basket (teas, coffees, hot chocolate), jams & jellies, etc.
- Say "thank you" and express pleasure in the gift received.

Gaffes (Don'ts)

- Do not open a gift in front of the giver, unless bidden to do so.
- Do not give a gift to the people who outrank you in your company (i.e. your boss). It can be perceived as a bribe.
- Do not criticize a gift – especially in front of the giver. I've witnessed this situation: upon a person opening a gift of a red wallet, with the giver present: "Red! I hate red!" I doubt she ever received another gift from that person!
- Do not give a personal gift to someone who you are not in a personal relationship with. Personal gifts are those items that are worn next to the body: fragrance, body lotion, scarf, etc. Professional gifts would include: photograph frame, pen, paper weight, key chain, letter opener, card holder, chocolates, plant, etc.

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