



Gift and Entertainment Policy

[SUMMARY](#) | [SCOPE](#) | [DETAILS](#) | [RESOURCES](#)

Summary

Extending gifts or entertainment to Mosaic's customers or vendors, or having them offered to us, is often customary and reasonable in today's business environment, and can help build goodwill in business relationships. But when handled inappropriately, such business courtesies can have consequences that may be damaging, embarrassing, create a conflict of interest or the appearance of one, or even be illegal. The purpose of this Gift and Entertainment Policy is to prescribe and communicate Mosaic's rules and expectations in this area.

Scope

Countries	U.S., Brazil, Paraguay, India, Canada, China ¹
Job Types	Full-Time Part-Time Co-Op Intern Temporary
Audiences	All employees and third-parties acting on Mosaic's behalf
Exclusions	None

Details

General

Always exercise extreme care when accepting or offering gifts, hospitality or entertainment. They should be infrequent, for the purpose of promoting goodwill, to support a legitimate business purpose and should not place anyone in an uncomfortable or compromising position. They should never be used to unduly influence business decision making, compromise independent judgment or cause others to believe that there has been improper influence.

Administration

In general, it is acceptable to give or receive token gifts. Any gifts offered or provided must be of nominal value, may never be of cash or cash equivalents (such as gift cards) and, where feasible, be of logoed items that promote Mosaic's brand. Gifts should also be accepted in the name of the company rather than in the name of the individual. Any form of entertainment that is offered or provided must be consistent with the norms of courteous, respectful and professional business relationships (i.e., no sexually oriented or inappropriate venues).

Acceptable gifts that do not require approval include:

1. Gifts that are nominal in value, such as promotional materials bearing the company logo;
2. Products related to crops, such as grains, fruits, vegetables, tea and other agricultural products;
3. Foods related to traditional festivals, such as rice dumplings, moon cakes, etc.;
4. Courtesy of visiting gifts such as fruit baskets, flowers, cards, etc.;

¹ Differences in regional monetary value are noted within each regional version of this policy.



5. Daily office supplies such as signing pens, notebooks, etc.;
6. Customary gifts exchanged during traditional gift giving seasons (e.g., Diwali, Christmas, etc.) as long as they do not exceed \$50USD in value, unless they are to or from Government Officials;
7. Other gifts worth equal to or less than the equivalent of \$50USD

Gifts and Entertainment Requiring Approval:

1. High value gifts (over \$50USD in value) (including alcohol);
2. High value entertainment (over \$100USD in value), unless consisting solely of meals, including drinks;
3. Any customer, vendor or supplier outing requiring an overnight stay;
4. Travel, whether for business or pleasure, sponsored, paid or subsidized by vendors, suppliers or customers. (Once approved, employees are personally responsible to pay for all travel costs and any expenses not covered by the amount approved.);
5. All gifts and entertainment offered to or received from or on behalf of any Government Official;

Entertainment consisting solely of meals and reasonable drinks involving vendors, suppliers or customers that are conducted for a specific business purpose are exempt from disclosure under this policy. However, business meals should be reasonable and consistent with the local geography and should not be frequently occurring or repeating. All meals provided by or on behalf of Mosaic must be properly recorded pursuant to the relevant Travel and Expense Policy.

Unacceptable Gifts include:

1. Cash (or cash equivalents such as gift cards) or loans of any amount;
2. Commercial standalone gifts such as cosmetics, jewelry, securities, expensive electronics, etc.;
3. Frequently occurring or repeated gifts or entertainment

With respect to gifts or entertainment which may be offered or provided to Mosaic's employees or their family members, whether requiring approval or not, Mosaic employees must (i) never seek or solicit them, (ii) not accept them if their value could cause, or give the appearance of causing, the vendor to expect or Mosaic to provide any favor as a result, and (iii) not abuse normal business courtesies by engaging in any frequent or repeated practice or pattern of accepting them (e.g., weekly delivery of food items, monthly fishing trips, etc.).

All gifts and entertainment provided to third-parties must be properly and transparently recorded on the employee's expense report or Mosaic's finance records for audit purposes. Mosaic reserves the right to audit employee spend for any gift or entertainment purposes. Mosaic also reserves the right to ask vendors/customers to provide to Mosaic a listing of all Mosaic employees to whom gifts or entertainment have been provided.

Government Officials

Mosaic employees, officers and directors are prohibited from directly or indirectly receiving or offering to pay, paying, directing to pay or approving the payment of, any bribe, kickback, or other payment, or anything of value from or to any Government Official or other person in order to improperly influence actions, obtain or retain business or to otherwise obtain any unfair advantage.

Any gifts provided to third parties, except those of nominal value such as inexpensive promotional items (e.g., caps, shirts, pens, etc.) with Mosaic's logo distributed at entertainment or promotional events, or business entertainment provided to a Government Official, or a spouse or family member of a Government Official, must be



pre-approved by Mosaic's Law Department. Further, any business travel or lodging provided to a Government Official must be pre-approved by Mosaic's Law Department.

Payments made on behalf of the company must be made only for the purposes described in the documents evidencing the payment and must be made in accordance with the relevant corporate procedures.

Approval Process

Gifts and Entertainment requiring approval must be submitted through the [Gifts and Entertainment Approval Request Form](#). Upon completion, the form will be automatically routed to your People Leader and the appropriate business unit or function designee for review and approval, with escalation to compliance counsel as warranted. All requests must be submitted prior to offering or receiving any gift or entertainment subject to this policy or as soon as possible upon receipt if no prior notice was provided. (Events such as concerts or sports should always receive prior approval.) Once approved, employees are personally responsible to pay for all travel costs and any expenses not covered by the amount approved.

Compliance with this policy will be monitored and People Leaders will be notified of any material violations. Violation of this policy, including failure to accurately complete and submit a Gift and Entertainment Approval Form as required by this policy may result in disciplinary action, up to and including termination of employment.

Exceptions

Any exception to this Policy must have written approval from the supervising Senior Leadership Team member of the relevant function or business unit and the Law Department.

Definitions

As used in this Policy, the following terms have the meanings set forth below:

"Customer" means a person, firm or company to whom Mosaic sells or seeks to sell products or services. In the case of customers who may be government officials, Mosaic's [Worldwide Anti-Corruption Policy](#) must also be consulted.

"Gift" means any business gratuity or item of any value offered by or provided to a vendor, supplier or customer, but excludes logoed items of nominal value such as pens, hats, shirts, mugs, etc. Gifts do not include discounts and prizes available to the public, giveaways and raffle items available to all attendees by chance, or items of little intrinsic value and intended primarily for presentation, such as plaques, certificates, or trophies. When an employee is participating as a speaker or panel member at a conference or event, he/she may accept an offer of free attendance, including a meal or refreshments, on the day of the presentation.

"Entertainment" includes, without limitation, items such as meals, drinks, entry to or attendance at recreational, sporting, cultural, or social events when accompanied by the providing vendor or when accompanying the customer. If a vendor or customer is not present, it is not considered entertainment but, rather, a gift and is subject to the gift limits.



“Vendor” and “Supplier” mean a person, firm or company which provides or seeks to provide any goods or services to Mosaic.

“Vendor/Supplier/Customer Outing” mean any form of entertainment provided by a vendor/supplier/customer but excluding those consisting solely of meals.

“Government Officials” mean anyone who is, regardless of position, paid or unpaid, any of the following:

- a. Any officer or employee of, or someone acting in an official capacity on behalf of, any national, state, or local government entity, department, or agency;
- b. Any employee of a state or government-owned or controlled entity, including commercial and non-profit organizations (for example, a state college or university, hospital or other state-owned company);
- c. Any political party, party official, candidate for political office, or holder of an elected or appointed political or governmental office (for example, members of Congress);
- d. A member of a royal family;
- e. An officer or employee of a public international organization or any department or agency thereof (for example, the United Nations, European Union, World Bank, or World Trade Organization).

Resources

Policy Owner Law Department

Form(s) [Gift & Entertainment Approval Form](#)

Related Info [Code of Business Conduct and Ethics](#); [Worldwide Anti-Corruption Policy](#);
[Travel and Entertainment Policy](#)

Version Effective May 2015; Revised January 2022

[Back to Top](#)