Employee Event Gifts, Prizes, and Bonuses Policy

IAPMO is committed to recognizing and appreciating its employees for their contributions to the organization. As part of this commitment, IAPMO may provide gifts, prizes, and other tokens of appreciation through employee programs, events, and recognition initiatives.

Purpose
The purpose of this policy is to establish guidelines for gifts, prizes, gift cards, and bonuses ("Prize(s)") awarded through Human Resources (HR) – sponsored employee events.

Scope
Throughout the year, employees may receive Prizes through HR-sponsored employee events. This policy applies to all employees who voluntarily participate in an HR-sponsored event and accept a Prize provided through that event.

1. Damaged or Nonworking Prizes
   Employees must notify Human Resources within 30 calendar days of receiving a Prize if it is damaged, defective, or does not work. Human Resources will review timely reports and determine an appropriate resolution. Reports received after 30 days may not be eligible for replacement or other assistance.

2. Prize Pickup and Forfeiture
   Employees who are unavailable to collect their Prize must arrange pickup with Human Resources within 30 days of being notified that they have won. Prizes not collected within this period may be forfeited.

3. Gift Cards and Payroll Reporting
   Gift cards will be reported through payroll as taxable wages. The company will gross up the award to help offset applicable payroll taxes. The gross-up does not guarantee that all individual tax obligations will be covered.

   Employees who do not wish to accept a gift card under these terms may decline and forfeit it. Employees must notify Human Resources before the gift card is issued or processed through payroll.

4. Personal Preferences
   Prizes will not be exchanged or replaced solely because an employee does not like the item. Employees may decline and forfeit a prize or regift it after receiving it. Regifting does not eliminate any applicable tax reporting requirements.

5. Event Bonus Eligibility
   Employees who win a monetary bonus through an employee event are ineligible to win another employee event bonus for one year from the date of the previous bonus award. This restriction applies only to event bonuses, not to other gifts, end of year bonuses or prizes. Agency temporary workers are not eligible to receive monetary bonuses awarded through employee events.

6. Administration
   Human Resources administers this policy and handles questions about prize collection, damaged items, forfeiture, and eligibility.
   Effective Date: November 5, 2026
   Applies To: All regular IAPMO employees

Contact Laura Pacillas for questions, comments, or concerns.