

Attention: Contracts Department

Subject: Acceptance of Business Courtesies during the Holiday Season

Dear JPL Supplier,

The Jet Propulsion Laboratory would like to extend our very best wishes for a happy holiday season to you and your staff, and thank you for your support over the past year. Since it is quite natural to think about gift giving during the holiday season, please remind your employees of JPL's rules related to business gifts, gratuities and special holiday events.

JPL has strict rules that govern the acceptance of business courtesies from suppliers, so we can avoid any misunderstanding, embarrassment or perception of favoritism. Acceptable gifts from suppliers are advertising or promotional items of \$20 or less. Refreshments and other light fare are acceptable hospitalities, but it is our expectation that JPL employees will pay their fair share at hosted events, celebrations and meals.

JPL has a program to enable employees, suppliers and customers to ask questions concerning our standards of conduct, or to report any possible improper activity. If you are aware of any such activity, or need clarification of our policies, please contact Kevin Caporicci, Manager of the Acquisition Planning and Compliance Section, at (818) 354-2330 or by email at [Kevin.M.Caporicci@jpl.nasa.gov](mailto:Kevin.M.Caporicci@jpl.nasa.gov). You may also contact the JPL Ethics Office directly at (818) 354-9999, or by email at [ethics-office@jpl.nasa.gov](mailto:ethics-office@jpl.nasa.gov). All contact is held in the strictest confidence, and submitters need not identify themselves. Please refer to the JPL Ethics Program website at <https://ethics.jpl.nasa.gov> for more information about our program and to download our Ethical Guidelines for JPL Subcontractors brochure. Additionally, this letter and the brochure can be found on our Acquisition website at <http://www.jpl.nasa.gov/acquisition/terms-conditions/> under the Supporting Documents icon.

We believe in maintaining the highest standards of business conduct, and we know that you also share this goal. We also believe that our mutual interests are best served by a common dedication to excellence and such dedication is wholly adequate to express mutual respect and appreciation. Best wishes again for a happy holiday season and an excellent new year!

If there have been any changes to your address or contact information, please contact Victoria De La Trinidad at [trinidad@jpl.nasa.gov](mailto:trinidad@jpl.nasa.gov).

Sincerely,



Andre T. Stefanovich  
Acquisition Division Manager