2025

Sustainable Corporate Gifting Policy Template

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Sustainable Corporate Gifting Policy Document for [Organization Name]

Last Updated: [Date]

1. Policy Purpose

Our organization is committed to implementing sustainable gifting practices that align with our following commitments (select all that apply):

☐ Commitment to environmental stewardship and biodiversity protection
☐ Dedication to achieving net-zero emissions by [target year: _____]
☐ Mission of supporting local artisan communities
☐ Corporate social responsibility framework
☐ UN Sustainable Development Goals (specify goals: _____)
☐ Science-based sustainability targets
☐ Circular economy principles
☐ Industry-leading sustainability standards
☐ Company-wide waste reduction initiatives
☐ Ethical sourcing and fair trade commitments
☐ Other: _____

This policy aims to achieve the following measurable goals (select and complete all that apply):

☐ Reduce our environmental impact by _____% by [date: _____]
☐ Eliminate single-use plastics from our gifting program by [date: _____]
☐ Achieve _____% waste-free gifting by [date: _____]
☐ Source _____% of gifts from local artisans by [date: _____]
☐ Transition _____% of physical gifts to digital experiences by [date: _____]
☐ Support _____ local businesses through our gifting program
☐ Reduce gifting-related carbon emissions by _____% by [date: _____]
☐ Achieve _____% sustainable packaging by [date: _____]
☐ Invest _____% of our gifting budget in social impact initiatives
☐ Other: _____

Through these initiatives, we aim to achieve the following relationship goals (select all that apply):

☐ Strengthen our relationships with key stakeholders through meaningful, sustainable gifts
☐ Demonstrate our commitment to environmental leadership
☐ Inspire sustainable practices among our partners and clients
☐ Engage our employees in our sustainability journey
☐ Support our community's transition to a circular economy
☐ Showcase the value of sustainable and ethical business practices
☐ Set new industry standards for responsible corporate gifting
☐ Create lasting positive impact in our communities
☐ Other: _____

2. Scope of the Policy

Being specific here helps prevent confusion, ensures compliance, and makes implementation more manageable. Consider both the immediate rollout phase and long-term expansion of the policy. Remember that starting with a narrower scope and expanding later is often more effective than trying to implement everything at once.

2.1 Policy Coverage

This policy applies to (select all that apply):

Personnel Scope:
☐ All employees globally
☐ Executive leadership team
☐ Management level and above
☐ Client-facing teams
☐ HR department
☐ Sales, Marketing and communications
☐ Regional offices
☐ Contractors and temporary staff
☐ Other: _____

Departmental Scope:

☐ All departments
☐ Specific departments (check all that apply):
☐ Human Resources: _____
☐ Marketing: _____
☐ Sales: _____
☐ Customer Service: _____
☐ Operations: _____
☐ Finance: _____
☐ Executive Office: _____
☐ Other: _____

Geographic Scope:

☐ Global operations
☐ Specific regions (specify all that apply):
☐ Headquarters: _____
☐ Regional offices: _____
☐ Country operations: _____
☐ Specific locations: _____
☐ Remote teams: _____

2.2 Gift Categories

This policy covers the following types of gifts (select all that apply):

☐ Corporate holiday gifts
☐ Client appreciation gifts
☐ Employee recognition awards
☐ Event-related gifts
☐ Marketing promotional items
☐ Conference and trade show gifts
☐ Project completion celebrations
☐ Welcome/onboarding gifts
☐ Partnership appreciation gifts
☐ Other: _____

2.3 Budget Parameters

Annual Gifting Budget Allocation:
☐ Total annual budget: Rs._____
☐ Budget per department: Rs._____

Budget per recipient category:
☐ Clients/Customers: Rs._____
☐ Employees: Rs._____
☐ Partners: Rs._____
☐ Vendors: Rs._____
☐ Other: Rs._____

Gift Value Ranges:
☐ Tier 1 (e.g., basic recognition): Rs._____ to Rs. _____
☐ Tier 2 (e.g., appreciation): Rs._____ to Rs. _____
☐ Tier 3 (e.g., major milestones): Rs._____ to Rs. _____
☐ Special circumstances: Rs._____ to Rs. _____

2.4 Implementation Timeline

☐ Immediate implementation for all applicable areas
☐ Phased implementation:
Phase 1 (Date: _____): _____
Phase 2 (Date: _____): _____
Phase 3 (Date: _____): _____

2.5 Policy Exceptions

The following situations may warrant exceptions to this policy (specify conditions):
☐ Cultural considerations: _____
☐ Legal requirements: _____
☐ Contract obligations: _____
☐ Special circumstances: _____

2.6 Related Policies

This policy should be read in conjunction with:
☐ Corporate sustainability policy
☐ Procurement policy
☐ Environmental policy
☐ Ethics and compliance policy
☐ Expense policy
☐ Other: _____

2.7 Review and Updates

Scope review frequency:
☐ Annual
☐ Bi-annual
☐ Quarterly
☐ Other: _____

Next scheduled review date: _____

3. Sustainability Targets

Target completion date: [date]

☐ Waste reduction: _____% (compared to [baseline year])
  - Packaging waste: _____ kg maximum per gift
  - Single-use plastic elimination by: [date]

☐ Carbon footprint: _____% reduction
  - Maximum shipping distance: _____ km
  - Local sourcing (within _____ km): _____% of gifts

☐ Sustainable materials: _____% of total gifts
  - Minimum recycled content: _____%
  - Biodegradable packaging: _____%

☐ Local vendor participation: _____% of total spend

☐ Artisan-made products: _____% of gifts

☐ Fair trade certified: _____% of suppliers

☐ Digital gifts and experiences: _____% of total gifts

☐ Paperless documentation: _____% of gift processing

☐ Electronic delivery: _____% of gift communications

☐ Quarterly progress reviews: [specify dates]

☐ Annual target assessment: [specify month]

☐ Adjustment period: [if needed]

Note: All targets should be reviewed annually and adjusted based on performance data.

4. Sustainability Criteria

4.1 Mandatory Requirements

Product Requirements

☐ Maximum packaging waste: _____ kg/gift

☐ Minimum recycled content: _____%

☐ Maximum shipping distance: _____ km

☐ Maximum carbon footprint: _____ kg CO2e/gift

☐ Minimum lifespan: _____ years (where applicable)

☐ Reusability factor: _____ times (where applicable)

Packaging Standards

☐ Recyclable materials: _____%

☐ Biodegradable elements: _____%

☐ Plastic-free packaging: _____%

☐ Minimum recycled content: _____%

☐ Maximum layers: _____

☐ Maximum volume: _____ cm³

Transportation Requirements
☐ Local sourcing preference (within _____ km)
☐ Carbon offset for shipping: _____%
☐ Consolidated delivery requirement
☐ Minimum order quantity: _____
☐ Maximum air freight: _____%

4.2 Required Certifications

Environmental Certifications
Select all that apply:
☐ B-Corp
☐ Forest Stewardship Council (FSC)
☐ Rainforest Alliance
☐ Cradle to Cradle
☐ Energy Star
☐ USDA Organic
☐ ECOLOGO
☐ Green Seal
☐ Other: _____

Social Certifications
Select all that apply:
☐ Fair Trade
☐ SA8000
☐ WRAP
☐ Good Environmental Choice
☐ EcoVadis
☐ ISO 26000
☐ Other: _____

Industry-Specific Certifications
Specify by category:
☐ Food & Beverage: _____
☐ Textiles: _____
☐ Electronics: _____
☐ Other: _____

4.3 Material Standards

Preferred Materials
☐ Recycled materials: _____
☐ Biodegradable options: _____
☐ Renewable resources: _____
☐ Upcycled components: _____
☐ Local materials: _____

Restricted Materials
☐ Single-use plastics
☐ Non-recyclable materials
☐ Toxic substances
☐ Rare or endangered materials
☐ High-impact materials
☐ Other: _____

Material Documentation
Required for each product:
☐ Material composition list
☐ Source verification
☐ Recycled content percentage
☐ End-of-life disposal instructions
☐ Environmental impact data

1. All criteria must be verifiable and measurable
2. Regular reviews should assess criteria effectiveness
3. Updates may be needed based on new technologies and standards
4. Exceptions must be documented and approved
5. Training should be provided on criteria implementation

5. Vendor Requirements

5.1 Required Documentation

Sustainability Documentation
- [ ] Environmental certifications
- [ ] Sustainability policy
- [ ] Carbon footprint data
- [ ] Waste management procedures
- [ ] Energy usage reports

Supply Chain Documentation
- [ ] Supply chain map
- [ ] Material sourcing details
- [ ] Transportation methods
- [ ] Storage conditions
- [ ] Packaging specifications

Social Responsibility
- [ ] Labor practice verification
- [ ] Fair wage documentation
- [ ] Worker safety protocols
- [ ] Community impact reports
- [ ] Ethics policy

5.2 Performance Metrics

Environmental Performance (Minimum Score: _____/10)

Evaluate vendors on:
- [ ] Carbon footprint
- [ ] Waste reduction
- [ ] Resource efficiency
- [ ] Sustainable packaging
- [ ] Environmental innovation

Social Responsibility (Minimum Score: _____/10)
Evaluate vendors on:
☐ Fair labor practices
☐ Community engagement
☐ Diversity and inclusion
☐ Worker development
☐ Social impact

Quality Standards (Minimum Score: _____/10)
Evaluate vendors on:
☐ Product durability
☐ Material quality
☐ Consistency
☐ Customer satisfaction
☐ Return rate

Cost Efficiency (Minimum Score: _____/10)
Evaluate vendors on:
☐ Price competitiveness
☐ Value for money
☐ Cost transparency
☐ Payment terms
☐ Volume discounts

5.3 Compliance Requirements

Regular Reporting
☐ Monthly sustainability metrics
☐ Quarterly performance reviews
☐ Annual compliance audit
☐ Incident reporting
☐ Improvement plans

Communication Standards
☐ Response time: _____ hours
☐ Update frequency: _____
☐ Designated contact person

6. Approval Process

6.1 Authorization Levels
☐ Under Rs.5,000: _____
☐ Rs.5,000-Rs.25,000: _____
☐ Rs.25,000-Rs.100,000: _____
☐ Above Rs.100,000: _____

6.2 Required Documentation
☐ Sustainability verification form
☐ Budget approval form
☐ Recipient eligibility confirmation
☐ Vendor compliance check
☐ Environmental impact assessment

6.3 Approval Workflow

Request Submission
☐ Online form completion
☐ Documentation attachment
☐ Budget verification

Final Approval
☐ Authorized signatory
☐ Documentation filing
☐ Record keeping

7. Exceptions and Special Circumstances

7.1 Allowable Exceptions
☐ Cultural considerations: _____
☐ Regional variations: _____
☐ Special occasions: _____

7.2 Exception Process

☐ Request submission deadline: _____ days in advance

☐ Approval required from: _____

☐ Documentation needed: _____

8. Policy Review and Updates

☐ Review frequency: _____

☐ Next review date: _____

☐ Update process: _____

9. Contact Information

Policy Owner: _____   Department: _____

Email: _____   Phone: _____

10. Acknowledgment

I acknowledge that I have read and understood this sustainable gifting policy:

Name: _____ Department: _____

Date: _____ Signature: _____

Notes for Implementation:

1. Customize this template based on your organization's specific needs and context
2. Remove sections that don't apply to your organization
3. Add additional sections as needed
4. Review with relevant stakeholders before finalizing
5. Update annually or as needed based on performance and feedback