



Gifts and Entertainment Policy

(Last revised April 2024)

Ziff Davis has specific guidelines relating to gifts. Giving and accepting gifts in the course of doing business can sometimes be interpreted as an attempt to influence the decision making process. In no event may a gift, gratuity or expense payment influence a business decision, transaction or service. Employees may, however, accept gifts of minimal value (up to USD\$100) such as tokens of respect or friendship. Employees may never accept cash or other financial instruments such as checks, stocks, etc. Perishable or consumable gifts (fruit baskets, food platters, etc.) given to a department or group by a business partner or vendor are permissible.

Generally, employees can accept a gift if it is unsolicited, inexpensive (less than USD\$100) and infrequent, and if it will not cloud or be perceived as clouding an employee's business judgment. Otherwise, employees should decline it and explain Ziff Davis's policy to the gift giver. Employees must never solicit gifts, directly or indirectly, from customers or suppliers.

Employees may accept customary business or social amenities (for example, meals, attendance at cultural or sporting events, or participation in sporting events), provided the activity and the expenses involved are modest and reasonable, are not prohibited by law or known customer or supplier business practice and, if publicly disclosed, will not embarrass the employee or Ziff Davis. If a customer or supplier proposes entertainment that is more than modest or routine, the employee must notify the manager before accepting the invitation.