



5.2.6 Gifts & Gratuities

Policy Section: Conditions of Employment

Policy Number and Title: 5.2.6 Gifts & Gratuities

Applicable to: All Regular Employees

Effective Date: May 3, 2004

Policy Description

In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from current or potential vendors, contractors or their agents, local businesses, University departments, or others with whom there is a potential or ongoing business or professional relationship.

Employees may accept ordinary business courtesies, such as payment for a modest meal or event, or gifts which are promotional items without significant value and which are distributed routinely. If the value of the gift is undetermined, it should be returned.

Application of This Policy

Gratuities or gifts of money to the employee cannot be accepted at any time and should be returned immediately to the donor.

All administrative and support staff employees are required to complete the [Conflict of Interest and Conflict of Commitment — Annual Staff Disclosure Form](#) each year and submit it to their supervisors. Academic department or program/center/institute managers should complete and submit the form to the General Manager for Administration and Compliance. All employees are responsible for becoming familiar with and adhering to this policy. In addition, supervisors are responsible for ensuring that this policy known by their employees and that all employees are following it.

Employees who have questions regarding this policy or who are uncertain as to whether a conflict of interest exists should confer with their supervisors or the Office of Human Resources.

Procedures

Supervisor Reviews policy on regular basis with employees.

Confers with the Office of Human Resources when questions on the application of the policy arise.

Employee Consults with supervisor or the Office of Human Resources when questions regarding possible conflict of interest arise.

Related Documents

Other Policies [Conflict of Interest and Conflict of Commitment — Annual Staff Disclosure Form](#)

[5.2.1 Conflict of Interest](#)

[5.2.2 Nepotism and Personal Relationships in the Workplace](#)

[5.2.3 Consulting and Other Outside Activities](#)

[5.2.4 Purchasing and Contracts](#)

[5.2.5 Use of University Resources](#)

[5.2.7 Solicitation and Distribution](#)

Contacts

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