

City of Signal Hill Policy
Gifts & Gratuities

DATE: March 24, 1998

REVISION NO.:

APPROVED: _____

DEPARTMENT: ADMINISTRATION

I. PURPOSE

To provide information regarding the acceptance of gifts and gratuities from persons doing business with the City or persons having matters pending before the City.

II. DISCUSSION

Although gifts are an expression of thanks, as public servants, all employees have a responsibility to avoid any doubt that their actions may be influenced by special favors.

III. POLICY

- A. Employees shall not accept gifts, gratuities, or favors which might reasonably be interpreted as an attempt to influence their actions in the performance of their official duties.
- B. Employees should not directly or indirectly solicit any gift(s) or receive any gift(s) whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form under circumstances where it could reasonably be expected to influence them in the performance of their official duties, or was intended as a reward for any official action on their part.
- C. All employees should actively discourage the delivery or receipt of any gifts or gratuities.
- D. If an individual or firm wants to provide a tangible expression of thanks, a gift which can be shared by City employees as a group (candy, baked goods, etc.) would be appropriate. If such a gift is received, it must be shared with City employees or donated to an employee event such as the employee holiday luncheon as a raffle item.

IV. DISCIPLINARY ACTION

- A. Lack of adherence to this policy could result in disciplinary action.

- B. If an employee is unsure if the acceptance of a certain gift violates this policy, he/she should refuse the gift.
- C. Perception is very important, and there is a very fine line between a gift and a bribe. Recognizing that policy statements may not clearly address every factual situation, all employees must rely on common sense.

V. EXCEPTIONS

- A. Donations offered to the City of Signal Hill for the benefit of the City of Signal Hill, of money, services, or personal or real property valued over \$100 may be accepted only by the City Council.
- B. City staff members may solicit the donation of money, services, and personal or real property for the benefit of the City only after receiving written permission from the City Manager.
- C. Donations of labor or supplies by volunteers are not considered gifts under this policy.

VI. EMPLOYEE ACKNOWLEDGMENT

Employee Name (printed): _____

Employee Signature: _____

Date: _____