

Subject: Acceptance of Gifts and Rewards	Number: 6-7
	Date Issued: December 1, 1998 Date Revised:
Responsible Department: City Manager	Approved:

Purpose

To establish a City-wide policy regarding the acceptance of gifts and rewards.

Policy

It is the policy of the City to prohibit any employee from accepting gifts or rewards from an outside source or vendor on an individual basis for individual use.

Procedures

1. It will be permissible for departments to accept small gifts, T-shirts, hats (caps), food or candy, provided the gift is readily available to all division/departmental employees, or each division/departmental employee has equal opportunity to receive such gift as a prize at a division/department gathering, such as a Christmas luncheon, etc.
2. These small gifts must not include alcoholic beverages or tobacco products.
3. Violations will result in severe disciplinary action up to and possibly including dismissal.