

CITY OF MILLBRAE

ADMINISTRATIVE STANDARD PROCEDURES	Number: 1-24	Page 1 of 4
	Revision: None	Supersedes: None
Subject: City of Millbrae No-Gifts Policy	Approved by: <i>M. Raines</i> Marcia Raines, City Manager	Effective Date: December 1, 2014

PURPOSE

The purpose of this Administrative Standard Procedure is to establish a uniform policy regarding employee acceptance of gifts.

POLICY STATEMENT

It is the policy of the City of Millbrae that no employee shall accept any form of gift connected with their employment. To avoid a conflict of interest, the appearance of a conflict of interest, or the need for our employees to examine the ethics of acceptance, our organization and its employees do not accept gifts from vendors, suppliers, customers, potential employees, potential vendors or suppliers, or other individuals or organizations, under any circumstances.

Per this policy the City of Millbrae's code of conduct requires that all employees demonstrate our organization's commitment to treating all people and organizations, with whom we come into contact or conduct business, impartially. City of Millbrae employees are expected to demonstrate the highest standards of ethics and conduct. Toward that end employees are to practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all vendors, suppliers, customers, employees, potential employees, potential vendors or suppliers, citizens and customers and any other individual or organization contacted in the course of the work.

In an effort to demonstrate the City's commitment to these standards and behavior, all employees must abide by the following no-gift policy requirements.

GENERAL POLICY AND GUIDELINES

It is the policy of the City of Millbrae that no gifts of any kind, that are offered by vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organization, no matter the value, may be accepted by any employee, at any time, on or off the work premises.

GIFTS

The term "gift," is inclusive of any item including pens, hats, t-shirts, mugs, calendars, bags, key chains, gift baskets, portfolios, and other tschotskes as well as items of greater value. This policy also includes gifts as follows:

- This **no-gift** policy includes vendor or potential vendor or supplier-provided food, beverages, meals, or entertainment such as sporting events.
- This **no-gift** policy includes any business courtesy offered such as a product discount or any other benefit if the benefit is not extended to all employees.
- This **no-gift** policy includes food, beverages, and moderately priced meals or tickets to local events that are supplied by and also attended by current customers, partners, and vendors or suppliers in the interest of building positive business relationships

Gift Policy Exceptions:

Exempted from this policy are gifts such as t-shirts, pens, trade show bags and all other tschotskes that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event. Other exceptions include the following

- Food, beverages, and tschotskes provided at events, exhibitor trade show floor locations, press events, and activities funded by conference or event sponsors.
- Cards, thank you notes, certificates, or other written forms of thanks and recognition.
- Moderately priced entertainment which is provided as part of a “working” meeting or session to benefit and advance positive working relationships and professional organizational interests.

Employee Requirements and Disposal of Gifts:

Employees are required to professionally inform vendors, potential vendors and others of this no-gift policy, and the reasons the City has adopted the policy. Employees will request that vendors respect the policy and not purchase and deliver any gift for our employees, a department, an office or the City, at any time, for any reason.

If an employee or department receives a gift the following should be undertaken:

- If feasible, the gift is returned to the vendor.
- If not feasible to return the gift, the gift must be turned into the City Manager’s Office. If appropriate the gift will be donated to an appropriate charity. If the gift is inappropriate for donation the City Manager shall determine the best method for disposing of the gift, including an employee raffle at end of the calendar year.
- Gifts and donations of plants or flowers will be displayed in the lobby, or at another central location where all employees and the public may enjoy their presence.
- Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee. Under no circumstances may an employee take a food gift home; food gifts must be shared with and distributed to all staff, with email notice, during work hours, in central worksite locations.

Conclusion:

This policy is supplemental to other City of Millbrae codes of conduct, ethics, standards, and values. Should an employee have questions about and/or require clarification of any aspect of this policy, the employee should check with their supervisor. If the supervisor is uncertain, Human Resources is the arbiter of the gift policy to ensure consistent employee treatment across the organization. Any exceptions to the gift policy may be made only with the permission of the City Manager.

This policy is effective immediately. All employees must acknowledge that they have **received and understand** this policy.

Employee Acknowledgement

I, the undersigned employee, hereby acknowledge receipt of this No-Gift policy and shall abide by its terms.

Marcia Faines
Employee Name

11-25-14
Date

MR
Employee Signature

[Signature]
Department Head

11/25/2014