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POLICY TITLE: GUIDELINES ON ACCEPTING AND PROVIDING GIFTS, ENTERTAINMENT, AND SERVICES
POLICY NUMBER: 3810
COMMITTEE APPROVAL DATE: 09/05/2018 **WRITTEN/REVISED BY:** HUMAN RESOURCES
BOARD APPROVAL DATE: 09/26/2018 **SUPERSEDES:** 01/30/2013

POLICY:

3810 It is the policy of the Beach Cities Health District (“District”) to set guidelines on accepting and providing gifts, entertainment and services from and to individuals or companies doing or seeking business with the District.

SCOPE:

3810.1 This policy applies to all District employees, interns and volunteers and their immediate family members.

RESPONSIBILITY:

3810.2 It is the policy of the Beach Cities Health District to comply with the limitations of the California Political Reform Act. It is the responsibility of management to understand, communicate, and enforce this policy uniformly among all District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures communicated by their supervisor, and to follow them accordingly. Employees will also be responsible for sharing this policy with their immediate family members.

DEFINITIONS:

3810.3 Gift - any perquisites that are beyond the acceptable amounts established by District policies, such as a gratuity, discount, hospitality, loan, forbearance, or other tangible or intangible item having monetary value, including but not limited to, cash, merchandise, food and drink.

3810.4 Entertainment - including but not limited to, paid invitations to (or subsequent reimbursement for) events, including tickets, transportation, room or housing, meals, and other such activity provided to an employee beyond the acceptable amounts established by District policies.

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3810.5 An employee/intern/volunteer or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, meals, and/or other services or benefits unless the transaction meets all of the following guidelines:

3810.5.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value (\$25.00 or less in value);

3810.5.2 Does not impose any sense of obligation on either the giver or the receiver;

3810.5.3 Does not result in any kind of special or favored treatment;

3810.5.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

3810.5.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

3810.5.6 Is given from lobbyists with a value no more than \$10.00 per month.

3810.6 In the event that an employee/intern/volunteer is given a gift and/or other services or benefits that is not allowed by this Policy, such as a gift certificate, or a gift that exceeds the limit set forth in this Policy, the employee/intern/volunteer is expected to politely return the gift with an explanation that District policy does not permit them to accept such gifts or services. If returning the gift is not practical, the employee/intern/volunteer should report it and hand over the gift to his or her supervisor. The gift will be provided to Finance to determine the appropriate dissemination of the gift.

3810.7 Gifts received that are in compliance with this policy, for example food gifts, baskets, other gifts that employees/interns/volunteers could share, should be placed in a centrally located area where all employees have access and can share the gift. As an extension of the District's vision, generally only healthy food gifts will be put out for all employees to share. If the food gift is not a healthy item, the employee/intern/volunteer should notify the vendor that it is the District's practice to promote health and wellness and the food gift should align with that practice.

3810.8 An employee/intern/volunteer must notify his or her supervisor of all gifts, entertainment, and/or other services or benefits received by outside parties. Every employee/intern/volunteer must obtain prior supervisory approval before offering any gift, entertainment, and/or other services or benefits to any outside party.

3810.9 Employees may provide gifts (including gift cards) to their coworkers for celebratory purposes (e.g., birthdays, weddings, baby showers, life milestones) as long as the gifts are in good taste, reasonable and appropriate, and paid for by the employee and not expensed to the District. The employee giving the gift must explicitly ensure that the receiver of the gift understands that the gift is from the individual and not the District. Personal gifts to employees should not be provided as performance awards. The District will determine if any gift provided by the District is compensable and will be documented accordingly.

3810.10 When applicable, the District may provide a token of condolence (for e.g. flowers etc.) to an employee that will be paid for by the District. All such requests must first be approved by the Chief Executive Officer.



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EXCEPTIONS:

3810.11 The Chief Executive Officer is the only person authorized to make exceptions to this policy.