

TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS

<u>Subject:</u> GIFT ACCEPTANCE POLICY	<u>Regulation No:</u> 2.27	<u>Effective Date:</u> December 15, 2018
	Supersedes: March 14, 1994; July 6, 2001	

I. PURPOSE

Public employment bears the obligation of public trust. It is the policy of the Town of Vienna (the “Town”) to comply with § 2.2-3102 *et seq.*, of the Code of Virginia, and to promote and protect its integrity at all times and in all instances. Town employees must discharge their duties impartially to assure that all residents and businesses are treated in a fair and equitable manner. It is for these reasons that this Administrative Regulation is established.

II. ACCEPTANCE OF GIFTS

Throughout the year, but particularly during holiday seasons, Town employees may be presented with items of appreciation from service groups, residents and others. Often, businesses will forward food or refreshments in acknowledgement of the work accomplished during the year.

A. It is against the policy of the Town of Vienna that Town employees solicit or accept any gift of value or solicit or accept any item because of their official position. It is not permissible to:

1. Accept a gift in return for being influenced in the performance of an official act, such as but not limited to, the selection of a vendor, or the preferential treatment of a customer or an employment or promotional candidate.
2. Solicit or coerce the offering of a gift or favor.
3. Accept gifts from the same or different sources so frequently that a reasonable person would think the employee is using their job for private gain.
4. Accept any gifts of alcohol.
5. Accept any other gift in violation of Virginia statutes or federal law.

B. It is permissible for employees to accept:

1. Food, snacks, and/or refreshments delivered to a work group in acknowledgement of the work accomplished or one that may be shared among a work group.
2. Items presented to employees by vendors that are imprinted with a corporate logo. Examples could include calendars, pens and hats.

III. GIFTS RECEIVED BY EMPLOYEES

A. A gift or donation for up to and not exceeding \$100 **is to be turned in by the employee to**

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their supervisor immediately.

- B. The supervisor will document the receipt of the gift(s) and submit a copy to the Human Resources Department (HRD).
- C. The supervisor may use the value of the gift valued up to \$100 to provide food and soft drinks to be shared among all employees of the division.
- D. If the aggregate value of a gift of cash or other item received by an employee in the course of work exceeds \$100, the gift must be returned to the giver. The entire cash amount of the gift—not just the excess—must be returned, pursuant to Section IV below.
- E. Any gifts of sports game attendance or concert tickets, etc., will be returned to the giver, pursuant to Section IV below.
- F. Both the employee and the supervisor will be accountable for these transactions.

IV. RETURNING GIFTS

Any item received by an employee that exceeds the limits set forth within this regulation must be returned by the employee or be forwarded to the HRD. The gift will be returned to the giver with a letter of explanation. In the event that it is impractical to return the gift, it will be donated to a local charity where possible.

V. FAILURE TO COMPLY

Failure to comply with this policy will result in immediate corrective action, up to and including dismissal from employment with the Town.

VI. APPLICABLE DOCUMENTS

None

Signature of Town Manager:	Date:
	December 15, 2018