

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

GIFTS TO TOWN EMPLOYEES

Effective Date: 12/15/1987

Resolution:

The giving of gifts by companies and private individuals to Town employees at Christmas or any other time is a practice that should be discouraged. The general practice is open to suspicion by all except the giver of the gift.

The first obligation of an employee is to the Town and the Town has a right to expect and demand complete integrity of its employees, free from suspect. The only way to assure this is for employees not to become obligated or feel obligated in any way to the giver.

It is suggested that a letter similar to the following one be utilized to discourage gift giving during each holiday season:

"We would like to thank you and your associates for your very thoughtful expression of good wishes for the Christmas Season and the New Year.

The administrative policy of the Town is to discourage the acceptance of personal gifts and, in keeping with this policy, I would like to ask that in the future you not think of us quite so generously and that an exchange of greetings and best wishes for the New Year is all that is desired.

We certainly enjoy our work with you and your associates, and we look forward to a long continuation of this most pleasant relationship. May we extend to you and members of your organization our most sincere wishes for a happy Holiday Season and a prosperous New Year."