



October 26, 2016

## Acceptance of Gifts

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### I. Purpose

This policy establishes the City of Petaluma's standards regarding the acceptance of gifts.

### II. Policy

City of Petaluma employees are prohibited from accepting gifts from any vendor or from members of the public.

As stewards of the public trust, employees must be sensitive to the public's perceptions and questions that may surface with the acceptance of gifts. Gifts provided to employees will be donated to charity.

### III. Procedure

If gifts are presented in person by a vendor or a member of the public, employees are to inform them of the City's policy, thank them for their generosity, and return the gift. If they refuse to take the gift back, accept the gift and bring it to the City Manager's office with the gift tag/business card or the name/address of the individual.

If gifts are received in departments through the mail, send to the City Manager's office and include the gift tag/business card.

A letter will be sent from the City Manager's office notifying them of the City's policy and informing them that their gift will be donated to charity.

Gifts exchanged between co-workers are allowed.

Approved:

John C. Brown, City Manager

Date

10/27/16

Established: 1998

Updated: October 26, 2016