

GIFTS AND GRATUITIES

I. PURPOSE:

The following guideline establishes policies and procedures to protect the integrity of the employees of the City of Little Rock and to foster public confidence in governmental employees by establishing a procedure on gifts and gratuities.

II. RESPONSIBILITY:

Authority for the dissemination of rules defining gifts and gratuities of any kind or nature rests with the City Manager's Office.

III. DEFINITION:

For the purpose of this procedure guideline, the following definitions will apply:

Vendor: Individuals engaged in making sales of tangible personal property by mail order, by advertising, by agent, by soliciting or taking orders for sales of something for use or consumption by the City of Little Rock.

IV. POLICY:

City Employees should not directly or indirectly solicit any gift. In addition, City Employees should neither receive nor accept any unsolicited gift from vendors under any circumstances which could give the appearance that the gift was intended to influence or was offered in anticipation of preferential treatment or special services. Unsolicited gifts received under these circumstances are prohibited without exception and should be returned to the giver.

V. PROCEDURE:

- A. City Employees should not allow vendors doing or seeking business from the City of Little Rock to pay for employees' meals.
- B. City Employees should not utilize samples provided by vendors for personal use.
- C. If, in the normal course of business, any question arises regarding the propriety of furnishing transportation, other services, or materials by a

vendor to an employee, the employee of the City of Little Rock will request, in writing, the permission of the relevant Department Director before the acceptance of such an offer.

- D. Failure to adhere to these guidelines will be grounds for disciplinary actions against the employee. Such action may include a warning, written reprimand, suspension, demotion or discharge.
- E. Gratuities: The Buyer may, by written notice to the Seller, cancel this contract without liability to either party if it is determined by the Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or give by the Seller, or any agent or representative of the Seller, to an employee of the City of Little Rock with a view toward securing a contract or favorable treatment with respect to the awarding, the amending or the making of any determinations with respect to the performing of such a contract.

Approved:



Bruce T. Moore
City Manager