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| COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia | POLICY NUMBER: 280.1 – 280.2 | Page 1 of 1 |
| | SUPERSEDES: | DATE ISSUED: June 10, 2015 |
| SUBJECT: Gift Policy | AUTHORIZATION: County Administrator | |

280.1 Gift Policy

Employees shall not accept, receive or solicit for themselves or family members any gifts, gratuities, money or loans from organizations, businesses or individuals with whom the employee has an official or county relationship. These limitations do not apply to the acceptance of items of negligible value (<\$100.00) or to free training and associated meals when such acceptance promotes legitimate county goals and is received during the performance of official county business. It is particularly important, however, that inspectors, procurement or enforcement personnel and employees with authority to affect a procurement or contract transaction guard against relationships which might create the appearance or impression of favoritism, coercion, unfair advantage or collusion. Some departments may be subject to stricter policy on gifts.

280.2 Distribution of Gift Policy; Employee Acknowledgement

A copy of the Gift Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.