

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

General Subject: Employees and City Officials

Specific Subject: Acceptance of Gifts or Gratuities

Policy Number: 4003

Date Issued: 1/23/95

Effective Date: 1/24/95

Resolution No. 95-R005

PURPOSE:

To encourage each employee and official of the City to observe a personal code of ethical conduct, and to discourage gifts and gratuities.

STATEMENT OF POLICY:

Employees and officials of the City are expected to be objective and fair in dealing with the public and persons or firms doing business with the City. Employees and officials are fully compensated for their assigned duties, and shall not solicit or accept gifts or gratuities for the performance of their City job responsibilities. Acceptance or solicitation of gifts or gratuities from any person or firm involved in any transaction with the City can create an appearance of influence, conflict of interest, or favoritism which may impair the employee's, or the City's, credibility with clients.

A gift or gratuity offered by any individual (as part of a firm or otherwise), who by virtue of their particular business or activity may be involved with the City currently or in the future, should be politely rejected. Anonymous gifts should be delivered to the Chief Administrative Officer for appropriate disposition.

Solicitation or acceptance of gifts or gratuities may be grounds for disciplinary action, up to and including termination of employment.