

## TOWNSHIP OF HAMILTON

### INTEROFFICE ADVISORY MEMORANDUM

**TO:** All Municipal Officers, Employees and Members of All Hamilton Township Boards and Commissions

**FROM:** Mayor Kelly A. Yaede

**DATE:** February 4, 2013

**SUBJECT:** Gifts and Gratuities Policy

#### GIFTS AND GRATUITIES POLICY – REVISED (JANUARY 2013)

No officer or employee of Hamilton Township, or member of any Hamilton Township board or commission, shall accept any gift, gratuity, favor, loan or other thing of value related in any way to his or her official public duties from any individual or representative of any business who has done or may do business with the Township of Hamilton unless such gift or other thing of value is unsolicited and of trivial and nominal value. Violations of this policy will be deemed as violations of the Personnel Policy of Hamilton Township and will result in the imposition of disciplinary action pursuant to the applicable statutory and/or regulatory policies and requirements.

This policy is intended to eliminate any conflict of interest, or even an appearance of a conflict, regarding the performance of an employee's duties. The phrase "thing of value" is intended to include, but not be limited to, such items as meals and beverages and complimentary tickets to events. Gifts and other things of value that are unsolicited and of trivial and nominal value, such as mugs, caps or calendars, which are offered to the public in general or as the result of mass advertising mailings to the general business public, may be accepted by the employee if such acceptance does not create an impression of a conflict of interest or a violation of the public trust.

Gifts and other things of value that are otherwise permissible to accept may be impermissible if they are used or displayed in an inappropriate manner, such as in a manner that may create an impression of favoritism or endorsement.

In short, when in doubt, "accept nothing" because the policy is one of zero tolerance.