

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 10	Ethics, Standards of Conduct, and Relationships with External Entities	Effective:	April 2000
Section 10.1	Ethics, Standards of Conduct, and Relationships with External Entities	Revised:	December 2008
Policy 10.1.4	Giving and Receiving Benefits	Responsibility:	Chief Legal Officer

GIVING AND RECEIVING BENEFITS

Policy

Faculty and staff of the Health Science Center shall not intentionally or knowingly solicit, accept, or agree to accept any benefit (a gift is one form of a benefit) for having exercised his or her official powers or performed his or her official duties in favor of another.

Guidelines for Giving and Receiving Benefits

Gifts. Gifts may be prohibited in certain circumstances unless exempted. For example, gifts valued less than \$50 (not cash nor negotiable instrument), a governmental item or reported under the lobby law are exempt. Gifts include but are not limited to:

1. cash;
2. athletic/special event tickets not given with expectation the member will attend the event;
3. tangible property such as silver spurs;
4. shotguns;
5. wine; and,
6. services, such as, medical treatment or physical exams.

Gifts are prohibited if given or received as consideration for official action. Gifts based on kinship, friendship, non-Health Science Center business relationships or internal holiday gifts are not prohibited if made outside of Health Science Center business.

Awards and Mementos. Awards and mementos may be prohibited in certain circumstances unless exempted, unsolicited and of minimal value. For example, awards and mementos valued less than \$50 (not cash nor negotiable instrument), a governmental item or reported under the lobby law are exempt. Awards and mementos can include but are not limited to:

1. plaques;
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2. tee shirts;
 3. caps;
 4. souvenirs; and,
 5. other gifts of minor value.

Awards and mementos are prohibited (even of minimal value) if given for thanks and appreciation of official action, a vote or specific action.

Transportation and Lodging. Transportation and lodging is prohibited, unless valued less than \$50, a governmental item, accepted as a guest or accepted by state employee at the direction of and for benefit of the Health Science Center or technical training seminar.

Transportation and lodging is prohibited if given or received as consideration for official action.

Unless valued less than \$50 or governmental item, a Health Science Center representative must be present to comply with guest exception.

Health Science Center faculty and staff may have their transportation, lodging, and meal expenses paid as a result of their active participation in a conference or seminar.

Food and Beverages. Food and beverages are appropriate, if it is unsolicited, valued at less than \$50 and is accepted as a guest or at the direction of the Health Science Center for the benefit of the Health Science Center.

Food and beverages are prohibited if given or received as consideration for official action.

A person or representative of the entity providing food and beverages must be present. There are no annual or daily caps, however, the rule-of-thumb is to limit to \$50 per person per day.

Entertainment. Entertainment is appropriate if accepted as a guest,

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valued less than \$50 or a government item. Entertainment includes but is not limited to:

1. athletic/special events tickets given with expectation that member will attend;
2. concerts;
3. recreational sports passes; and,
4. swim center passes.

Entertainment is prohibited if given or received as consideration for official action.

Unless valued less than \$50 or governmental item, a Health Science Center representative must be present to comply with guest exception.

Honoraria. Honorariums are not prohibited if received as a result faculty and staff's expertise in an academic discipline.

Honorariums are prohibited if given or received as consideration for official action or if for services that would not have been requested but for an official position or duties.
