



# Gifts and Gratuities Policy

Effective Date: November 2020

<b>Owner</b>	Board of Commissioners
<b>Reviewer(s)</b>	Human Resources
<b>Approver(s)</b>	Board of Commissioners
<b>Related Policies</b>	Conduct and Performance Policy
<b>Related Standards</b>	N/A
<b>Storage Location</b>	iCobb
<b>HR Last Review Date</b>	November 2020
<b>HR Next Review Date</b>	November 2023
<b>HR Review Cycle</b>	Every three years

## 1. PURPOSE

To provide regulations concerning the acceptance of gifts and gratuities by county employees.

## 2. SCOPE

This policy applies to all Board of Commissioners' employees. If you have questions regarding this policy, contact Human Resources.

## 3. GOVERNING LAWS, REGULATIONS & STANDARDS

<b>Guidance</b>	<b>Section</b>
Georgia Open Records Act	O.C.G.A. 50-18-70, et Seq.
Georgia Archives as adopted by County Code	<a href="https://www.georgiaarchives.org/records/retention_schedules">https://www.georgiaarchives.org/records/retention_schedules</a>
And all other applicable laws and regulations	

## 4. POLICY

No employee shall solicit or accept any gift, gratuity, favor, entertainment, loan or any other item of monetary value from any organization, business, firm or person who has or is seeking to obtain business with Cobb County government or from any organization, business, firm, or individual whose interest may be affected by the employee's performance or non-performance of official duties.

### PROCEDURES

A. Acceptance of nominal gifts in keeping with special occasions is permitted, such as marriage, retirement or illness; food and refreshments in the ordinary course of business meetings; unsolicited advertising or promotional materials, e.g., pens, notepads, calendars, etc., or social courtesies which promote good public relations.

B. Contributions made for flower funds or special gifts for fellow employees are not prohibited. However, participation in such activities, including contributions for even nominal gifts to supervisors, must be wholly voluntary on the part of each employee, and any gifts should be of minimal value.

C. Supervisors, in addition, must avoid placing themselves in a position which could interfere with, or create the impression of interfering with, the objective evaluation and direction of their subordinates. No supervisor shall accept gifts from subordinates other than those of nominal value for special occasions, and no supervisor shall borrow money or accept favors from subordinates.



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D. Inspectors, contracting officers, and enforcement officers must be particularly careful to guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantages, or collusion.

## 5. EXCEPTIONS

Any exceptions to this policy will require the approval of the County Manager and/or the Board of Commissioners.

## 6. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	12-1988		Adoption
	12-1996		Revision
	09-2020		Reformat