

Gifts and Gratuities Policy



Applies only to Board of Commissioners Employees

Effective Date: 12/88 Revised: 12/96

§-I. PURPOSE To provide regulations concerning the acceptance of gifts and gratuities by county employees.

§-II. SCOPE Board of Commissioners' Employees.

§-III. 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.

§-IV. 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.

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.