

**Subject: GIFTS**

**Date: March 28, 2018**

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**Replaces Policy Dated: December 15, 1999**

**PURPOSE:** To establish a gift policy which defines the conditions under which County Elected Officials, officers and employees may accept gifts, food, entertainment, travel or lodging in the course of county employment. Entertainment includes admission to any sporting or cultural event or participation in any sporting activity.

**SCOPE:** This policy applies to all Pinal County employees and Elected Officials.

**STATEMENT OF POLICY:** Elected Officials and employees must manage business and personal affairs so as to avoid situations that might lead to conflict of interest, or the appearance of a conflict of interest, between self-interest and public duty. See also Conflict of Interest Policy 3.35.

**Acceptance of Gifts**

No Elected Official or county employee should accept or solicit, directly and indirectly, anything of economic value as a gift, gratuity, favor, entertainment or loan which is, or may appear to be, designed to influence official conduct. This provision does not prohibit:

- A. Acceptance of food and refreshments of insignificant value on infrequent occasions in the ordinary course of a meeting, conference or other occasion where the attendance is for County business.
- B. Acceptance of unsolicited advertising or promotional material such as pens, mugs, T-shirts, plaques, calendars and other items of nominal value; or
- C. Acceptance of gifts or conveyances that may be utilized by the County to assist in accomplishing its mission or County sponsored or negotiated discounts.

No Elected Official or employee should request or accept any fee or compensation, beyond that received in his or her official capacity, for advice or assistance given in the course of his or her public employment.