



419 Cherry St. Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

## **Lansing Housing Commission Policy No. 2009-03 Gifts and Gratuities**

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Employees of the Lansing Housing Commission (LHC) shall not, under any circumstances, accept or solicit any gift, gratuity, loan, or fee where there is any relationship between the solicitation and the employee's employment with the LHC. A gift is defined as any item having monetary value, including, but not limited to, food, drinks, gratuities, favors, hospitality discounts, entertainment and event tickets.

Employees shall not accept, either directly or indirectly, any gift, gratuity, loan, fee or any other thing of value, the acceptance of which may tend to influence, directly or indirectly, the actions of the employee or other person in any manner of LHC business.

Items with a value of \$20.00 or less distributed in a general manner by businesses, vendors, and/or consultants as their routine policy of conducting business and advertising shall be considered social amenities and not subject to this policy.

Employees may not directly or indirectly solicit or accept a gift given by a prohibited source because of the employee's position. A prohibited source includes persons doing or seeking to do business with LHC as well as anyone substantially affected by the performance or non-performance of an employee's official duties. An exception to the prohibition against acceptance of gifts from prohibited sources includes gifts from relatives or friends (who may be prohibited sources) if the gift is motivated by a family relationship or personal friendship rather than the position of the employee provided the gift has a value of \$20.00 or less.

Employees may attend and accept food or refreshments valued at \$20.00 or less if the event is a widely-attended gathering. A widely-attended gathering includes, but is not limited to, a holiday party, conference, panel discussion, training event or an awards dinner.

Employees may share the following items during the holiday season and any other time when gifts are traditionally given or exchanged:

- items, other than cash, having a market value of \$10 or less per occasion;
- items such as food and refreshments that are shared in the office among several officers and/or employees; and
- personal hospitality provided at a residence of a type customarily provided to friends.

Employees may not, directly or indirectly, give a gift to or make a donation toward a gift for an official, supervisor or commissioner if the value of the gift exceeds \$10.00. In addition, gifts to co-workers who earn a higher salary are also limited to \$10 in value. Gifts that exceed \$10.00 must be based on a personal relationship and the co-worker cannot be a supervisor in the employee's chain of authority.

The above stated dollar limits may be adjusted by the Chief Executive Officer in accordance with changes in Department of Housing and Urban Development policy and/or regulation adjusting the dollar amounts.