

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.060 - ACCEPTANCE OF GIFTS, FAVORS AND/OR OTHER CONSIDERATIONS

Date: April 24, 2018
Revision No.: 1
Supersedes: April 30, 1990
First Adopted: April 30, 1990

POLICY:

Employees of the Water Department shall not accept any fee, compensation, gift, payment of expenses or any other thing of monetary value, favor or other consideration which might reasonably be construed as a conflict of interest and/or an attempt to influence their actions in the performance of their official duties or which may result in or create the appearance of one or more of the following:

- Use of public office and/or employment for personal or private gain;
- Preferential treatment of any one person;
- Loss of complete independence or impartiality;
- Making a Department decision outside of official channels;
- Reduction of public confidence in the integrity of City/Department government and/or its employees;
- Impeding efficiency or economy.

PROCEDURE:

Employees shall strive to maintain the highest standard of personal and professional integrity in the conduct of their respective employment responsibilities. It is necessary that employees be mindful that the perception of their actions by the public directly reflects upon the Department and the City as a whole, and the quality and image of public service in general.

Upon being offered or receiving a gift prohibited by this policy, an employee must notify the gift giver of this policy and graciously decline or return the gift. If the gift is anonymous, the recipient must deliver the gift to a Division Director, the Deputy General Manager, the General Manager, or Human Resources for compliance with this policy to ensure that all such gifts are shared by all Department staff whether the gift can be shared with the entire Department or given to a charitable organization.

Employees who are designated in the City's Conflict of Interest Code shall follow all guidelines in accordance with the Fair Political Practices Commission (FPPC) and applicable state law. More information can be found on the FPPC website at:

<http://www.fppc.ca.gov/learn/rules-on-conflict-of-interest-codes.html>

If the application of this policy in any particular instance is not clear, the employee has the responsibility and obligation to seek clarification from his/her supervisor. If the supervisor and the Division Director are not clear as to the application of this policy with respect to the situation at hand, the matter should be referred to Water Department Human Resources for a decision.

AUTHORIZATION:

Water Department Human Resources shall render the final determination when clarification is necessary.

Policy Review

Established:	<u>4/30/1990</u>
Revision Board approved:	<u>5/8/2018</u>
No changes:	<u>7/2019</u>
No changes:	<u>7/2020</u>
No changes:	<u>7/2021</u>
No changes:	<u>7/2022</u>
No changes:	<u>7/2023</u>
No changes:	<u>7/2024</u>