

## 5.12 Gift or Gratuity Acceptance

Designated employees listed in the District's Conflict of Interest Code, Exhibit A of MCWD are prohibited from accepting, directly or indirectly, any gift, rebate, money, or anything else of value over twenty-five (\$25) dollars from a single source. whatsoever from any person or entity. All employees are prohibited from accepting, directly or indirectly, any gift, rebate, money or anything else of value if the gift, rebate, money or item of value is intended as a reward or inducement for conducting business, placing orders with, or otherwise using the employee's position to favor the contributor. Awards and promotional items shall not constitute a gift if received as a non-personal item by the employee, and the item is distributed to all employees by the contributor.

Similarly, it is strictly prohibited for any employee to solicit any gift, gratuity or other item, service or product of monetary value from any other person in connection with his/her employment with MCWD. Such actions will be subject to discipline up to and including termination. An employee having any questions concerning this policy, or concerning specific instances, should direct them to his/her immediate supervisor or the Management Services Administrator.