



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 74-07	DATE: 10/23/74
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>10/23/74 - K. Kumball</i>

SUBJECT: SOLICITATION /ACCEPTANCE OF FAVORS

PURPOSE: The City Charter prohibits City officers or employees from using their position to solicit gifts/favors for themselves or others. This Policy provides guidance to officers and employees in this regard and encourages the continuance of the high ethical standards that have become the public service tradition of our government.

POLICY:

A. SOLICITATION OF GIFTS OR FAVORS

1. No employee or group of employees may directly or indirectly solicit any firm or individual for any gift, favor, or privilege, having any value whatever, for himself or other City employees.
2. No employee may directly or indirectly engage in soliciting firms or individuals for money, gifts, favors, or privileges on behalf of other parties or groups, by using his or her employment status with the City as a means of identification.

B. ACCEPTANCE OF GIFTS OR FAVORS

1. Any employee who is offered a gift of value by any firm or nonrelated person having an existing or potential business relationship with the City, shall refuse acceptance with the explanation that such practice is not allowed.
2. In the event that a gift of value from such a person or firm is delivered to a City employee, it shall be promptly returned to the sender. A gift of value is defined as any item having a retail value of \$10.00 or more.