

UC Santa Barbara Policies
Issuing Unit: Institutional Advancement
Date: September 1, 1992

Policy 3015

ACCEPTANCE OR OFFERING OF GIFTS AND GRATUITIES
BY UNIVERSITY EMPLOYEES

I. REFERENCES

- A. United States Office of Management and Budget Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations -- University Administrative Requirements.
- B. State of California Political Reform Act of 1978.
- C. University of California Conflict of Interest Code.
- D. University of California Policy Statement dated February 6, 1980, Policy on Acceptance or Offering of Gifts and Gratuities by University Employees.

II. POLICY

As a public institution of higher education and also as a custodian of public funds, the University is concerned that there be appropriate safeguards against any appearance of favoritism in its relations with other entities, either public or private. To avoid any such appearance of favoritism, no officer or employee should accept any gift or gratuity from any source which is offered or reasonably appears to be offered because of the University position held by the officer or employee, nor should an officer or employee extend an offer of a gift on a similar basis.

For the purposes of this policy, the term gift or gratuity means any payment to the extent that consideration of equal or greater value is not received. The term gift or gratuity does not include information materials such as books, reports, pamphlets, calendars, periodicals, or other unsolicited promotional material. A gift also does not include acceptance of modest entertainment, such as a meal or refreshments, in connection with attendance at professional meetings and similarly sponsored events by industrial, technical, professional, or educational associations, nor at public ceremonies in an official capacity; nor does it include home hospitality. This definition is consistent with the State of California Political Reform Act of 1978 and is responsive to Federal Circular A-110.

Officers or employees requiring advice on or interpretation of this policy should consult with their department head.

This policy applies to the individual and does not apply to gifts offered to or by the University as an institution.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

Return to the [UCSB home page](#).

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