

Gifts

- 1. Definitions.** A "gift" is any item, service, favor, gratuity, or other benefit offered to Employee or to a member of Employee's family, by someone seeking a decision by, or relationship with, the College. Gifts include, but are not limited to, goods and services, food, beverage, travel, lodging, admission to entertainment, discounts, and cash or cash equivalents such as gift cards, vouchers, or credits. "Family" means spouse or domestic partner, child, parent, or sibling, or anyone residing with Employee.
- 2. Prohibition on Gifts.** Employee may not solicit gifts, and no Employee may accept a gift unless it is specifically authorized by this policy, and even then only if the gift is not intended to obligate or influence an Employee in any manner concerning the College. Gifts or gratuities of other than nominal value or which might obligate or be intended to influence an Employee in any manner shall be politely and firmly refused. Gifts from relatives or friends when it is obvious to the person the gift is not being given because of the person's employment at NCCC are not subject to this policy.
- 3. Promotional Items; Rewards.** Employee may accept promotional items of nominal value, such as mugs, pens, mouse pads, and similar items that vendors routinely distribute to customers. Gifts or items received from vendors as a "reward" for an NCCC purchase shall be delivered to the Chief Financial Officer for the College, and shall accrue to the benefit of the College.
- 4. Media/Sample Items.** Employee may accept printed materials, media such as CDs, DVDs, videotapes or software, or samples for the purpose of evaluation or review, so long as the total value does not exceed \$40.
- 5. Perishable Gifts.** Employee may accept perishable gifts such as flowers and food with a value of \$100 or less.
- 6. Meals, Beverage, and Entertainment.** In the course of conducting College matters Employee may accept food and beverages offered as a gesture of common courtesy at meals or receptions, and entertainment when it would be impractical or uncivil to decline. The College expects Employee to exercise restraint and good judgment under this exception, and to decline or reimburse for frequent or extravagant food, beverage, or entertainment. Employee must get the written approval of the president or designee, preferably in advance, when the value of the food, beverage, or entertainment is estimated to be \$100 or more. The president must get the written approval of the Chair of the Board of Trustees.
- 7. Conferences or Speaking Engagements.** If an Employee is attending a conference or giving a speech or presentation as a representative of the College, acceptance of recognition in the form of a gift basket or other ceremonial gift, or recognition is acceptable when it would be impractical or uncivil to decline. Where the value of the gift is estimated to be \$40 or more, Employee shall either (i) decline or return the gift or (ii) accept the gift on behalf of the College and surrender it to the president's office so it may be properly accepted and acknowledged as a gift in kind to the College.
- 8. Travel/Lodging.** Employees shall not solicit or accept a gift involving payment of travel or lodging expenses from a source that is not a state or federal government entity, agency, or taxing unit, except (1) when it is obvious to the person accepting the same that they are not being provided

because of the person's employment at NCCC, or (2) when the person's presence at a meeting, seminar, or event serves a legitimate College purpose or interest and has been approved or authorized by the Employee's supervisor.

9. **Gifts from Students or Constituents.** When gifts are received by Employees in connection with their College duties in appreciation of a particular courtesy or service, including gifts from or on behalf of a student, alumnus, or constituent, except as approved by the president or designee, or for gifts of a value of less than \$25 which could not be refused without discourtesy, Employee shall either (i) decline or return the gift or (ii) accept the gift on behalf of the College and surrender it to the president's Office so it may be properly accepted and acknowledged as a gift in kind to the College.
10. **Social or Ceremonial Gifts.** On occasion Employee may be offered social or ceremonial gifts in connection with their College duties in situations where it is awkward or impolite to decline. Examples of such gifts include gifts from visiting foreigners with a recognized culture of gift-giving; gifts in connection with a significant event, such as a promotion or the birth of a child. Unless there is a departmental policy to the contrary, Employee may accept a social or ceremonial gift, so long as the value of the gift (or of all gifts from the same source in any 12-month period) is less than \$100. The College expects Employees to exercise restraint and good judgment under this exception, and to consult their supervisor if acceptance of the gift would create an appearance of impropriety. When the value of the gift is estimated to be \$100 or more, Employee shall either (i) decline or return the gift or (ii) accept the gift on behalf of the College and surrender it to the president's Office so that it may be properly accepted and acknowledged as a gift in kind to the College.
11. **Conflict of Interest.** NCCC's Conflict of Interest Policy is incorporated into this Gift Policy and when both are applicable and in conflict, the Conflict of Interest Policy shall control.

Adopted 3/12/15