

Guidance for an Ethical Holiday Season

Gifts, General Rule: Personnel may not accept gifts offered because of their official position or offered by a prohibited source. *A prohibited source is anyone who seeks official action from the employee's agency, does or seeks to do business with the agency, conducts activities regulated by the agency, has interests the employee's duties may substantially affect, or an organization composed of such members.*

A FEW HOLIDAY GIFT RULES

- Personnel may accept a gift (not cash) valued at less than \$20 from a contractor as long as the total amount of all gifts accepted from that contractor does not exceed \$50 per year.
- Supervisors may accept a gift valued at \$10 or less from a subordinate.
- Supervisors may give appropriate gifts to subordinates, but avoid an appearance of favoritism.
- There are no restrictions on giving gifts to peer employees but common sense and good taste should apply.

OFFICE PARTIES AND EVENTS

- Office parties are generally unofficial activities, and appropriated funds may not be used to pay for them.
- Contractors are not Federal employees and should not attend office holiday events in a duty status.
- Federal employees may not solicit private or commercial sources to contribute to an office event or party.
- Personnel may accept invitations to attend off-duty events hosted by a co-worker or supervisor, such as a dinner in the co-worker's or supervisor's home, and may give a hospitality gift customary for such an occasion.

**BE MINDFUL
AT ALL TIMES
TO AVOID THE
APPEARANCE
OF
IMPROPRIETY**

Questions? Call LOGCOM Office of Counsel at 229-639-5449 or 760-577-6791 or the OSJA at 229-639-5212