



CITY OF PHILADELPHIA

OFFICE OF THE MAYOR
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MICHAEL A. NUTTER
MAYOR

Dear Administration Employees:

Please accept my best wishes this 2014 holiday season! The Mayor and I appreciate and value the work that you do for the City.

As you know, a key goal of the administration is that Philadelphia demonstrates the highest standards of ethics and accountability. I know it's customary to exchange gifts during the holiday season as an expression of goodwill and I appreciate the generous spirit in which such gifts may be offered.

Please remember, however, that soliciting and accepting such gifts may violate the Mayor's Executive Order 03-11. It prohibits accepting gifts (including invitations to holiday parties) from prohibited sources, regardless of the value of the gift, unless it falls under a limited exception. Please note, the Executive Order changed this year and gift-giving with friends who are seeking official action from you or whose interest you can substantially affect is now prohibited.

These rules exist to ensure that all vendors, potential vendors and citizens are treated alike, with no favoritism or perceived favoritism.

For more information, please review the Frequently Asked Questions found on our [website](#). If you have any questions, please contact me at integrity@phila.gov or 215-686-2178.

Thanks again for your service to the citizens of Philadelphia. Best wishes for a happy and healthy holiday season.

Sincerely,

A handwritten signature in blue ink, appearing to read "Hope Caldwell", with a long horizontal flourish extending to the right.

Hope Caldwell
Chief Integrity Officer