



CITY OF PHILADELPHIA

OFFICE OF THE MAYOR  
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MICHAEL A. NUTTER  
MAYOR

Dear Administration Employees:

Please accept my best wishes as the holiday season approaches. I appreciate and value your hard work of providing service to the citizens of the City, particularly during this time of economic challenge.

As you know, a key goal of my 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. I also know that, in the past, vendors and citizens have wished to provide gifts, gratuities or tokens of appreciation to the City officials and employees who serve them.

I appreciate the generous spirit in which such gifts may be offered. State and City ethics codes govern officials and employees of both this Administration and other branches of government, such as City Council, Courts, Sheriffs, Prothonotary, Register of Wills and others. There also exists a separate Mayor's Executive Order on gifts that governs officials and employees of the City's executive departments and agencies. The Executive Order prohibits accepting gifts, gratuities or tokens of appreciation (this includes invitations to holiday parties) offered to you by someone whose relationship with you is based on your City employment. This Executive Order exists to ensure that all vendors, potential vendors and citizens are treated alike, with no favoritism or perceived favoritism.

Therefore, to ensure that my administration maintains the high ethical standards to which I am strongly committed, I expect you to comply with the Executive Order and not to accept gifts, gratuities or tokens of appreciation from vendors or citizens whom you serve. Specifically, the Executive Order prohibits acceptance of anything of value from a person or entity with whom your relationship is based on because of your City employment. This includes:

- Gifts
- Cash
- Gift cards
- Invitations to parties
- Tickets to cultural or sporting events
- Food or drink
- Services
- Loans at more favorable terms than customary

The Executive Order allows you to accept

- Gifts that are given clearly because of a personal or family relationship
- Gifts of nominal value among employees on special occasions
- Food and drink of nominal value served at a meeting, except in a restaurant or club
- Food and drink at a public event sponsored by a nonprofit, community, or civic association when you attend the event in your official capacity
- Loans from financial institutions that are on customary terms
- Mementos of nominal value (for example, pens, tee-shirts, plaques, etc.) offered on the occasion of a public visit or speech.

I've attached a link to this Executive Order. If you have any questions about the Executive Order, please contact your department's or commission's Integrity Officer. You may also contact Joan Markman, the City's Chief Integrity Officer, at [joan.markman@phila.gov](mailto:joan.markman@phila.gov) or 215-686-2178.

[http://www.phila.gov/executive\\_orders/pdfs/executive%20orders/9.%20Mayor%20Street/2004/002-04.pdf](http://www.phila.gov/executive_orders/pdfs/executive%20orders/9.%20Mayor%20Street/2004/002-04.pdf)

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

Sincerely,



Michael A. Nutter  
Mayor