



**CITY OF PHILADELPHIA
BOARD OF ETHICS**

**KEY POINTS FOR CITY OFFICERS AND EMPLOYEES
REGARDING GIFTS**

1. **GENERAL RULE:** The [City Ethics Code](#) prohibits a City officer or employee (“City official”) from accepting monetary gifts in any amount or non-monetary gifts worth more than \$99 in the aggregate per calendar year from a person who: (1) is seeking official action from that City official; or (2) has a financial interest at the time, or close in time, to when the gift is received that the City official is able to substantially affect through official action.
2. **EXCEPTIONS MAY APPLY:** A City official may accept, but not solicit, certain gifts that fall within [one of the exceptions](#) to the general rule.
3. **NO GRATUITIES ALLOWED:** The [Philadelphia Home Rule Charter](#) prohibits a City official from accepting or soliciting a gratuity. A gratuity is a gift given as a thank you for a City official’s act or omission in the course of his or her City work.
4. **HOW TO RETURN A PROHIBITED GIFT:** Within 3 days of receiving a prohibited gift, a City official must notify the Board of Ethics’ Executive Director by mail or email that the gift has been returned and provide the City official’s name and title, the source of the gift, and the dates of receipt and return. Note that Mayor’s Executive Order No. 10-16 on gifts, which is interpreted by the Chief Integrity Office, has additional requirements for Executive and Administrative branch employees. [Template letters](#) for returning prohibited gifts and gratuities are available.
5. **DISCLOSURE MAY BE REQUIRED:** A City official who accepts a gift may need to disclose the source of that gift on applicable financial disclosure forms. Disclosure requirements depend on: (1) the value of all gifts received from a single source per calendar year; and (2) whether the City official is required to file the City, State, or Mayor’s financial disclosure forms.
6. **GUIDANCE IS AVAILABLE:** Staff at the Board of Ethics is available to answer questions. This document is only an overview, and application of ethics restrictions is fact-specific. Contact the Ethics Board for guidance using the [Ask for Advice Function](#) on the [Board’s website](#) or by calling 215.686.9450.