'TIS THE SEASON to keep ethics in mind

Whether giving or receiving gifts, be sure you know and understand the City's rules on gratuities and gifts.

**GRATUITIES**
A gratuity (aka tip) is anything of value given as a “thank you” for taking a specific action (or omission) in your City role.

**GIFTS**
A gift is anything of value given to you that you do not pay full value for.

**GENERAL GUIDELINES**

Are gratuities (aka tips) permitted? NO!
- You may never solicit a gratuity.
- You may never accept a gratuity, examples include:
  - a gift card from a resident for picking up bulk trash
  - a bouquet of flowers from a contractor for help with a permit
  - a candle from a vendor for awarding a contract

Are gifts permitted? It depends.
- If the giver is seeking official action from you or you can impact them by taking official action, they are a restricted/prohibited source.
- You may never accept monetary gifts from a restricted/prohibited source, including cash and gift cards.
- Whether you may accept non-monetary gifts (such as festive socks) from a restricted/prohibited source depends on your group.

**WHICH GROUP ARE YOU?**

**GROUP A**
Employees and Officers of the Executive Branch (reporting to Mayor) including, but not limited to:
- Mayor's Office
- Law Department
- City Operating Departments (Ex: Fire, Water, L&I, DHS, etc)

**GROUP B**
Employees and Officers of:
- District Attorney
- Sheriff
- City Commissioners
- City Council
- City Controller
- Board of Ethics

See next page
The gift ordinance at [Code 20-604](#) applies to all City officers and employees. Executive Order 10-16 only applies to City officers and employees in Group A. For more details on the gift ordinance, click [here](#) and on the Executive Order on Gifts, click [here](#).

**GROUP A**

City officers and employees in **Group A** may **NOT** accept non-monetary gifts from restricted/prohibited sources of **any value (even $1)**, with a few exceptions.

**GROUP B**

City officers and employees in **Group B** may **NOT** accept non-monetary gifts from restricted/prohibited sources valued at more than **$99** (aggregated annually), with a few exceptions.

<table>
<thead>
<tr>
<th>MAY I...</th>
<th>GROUP A</th>
<th>GROUP B</th>
</tr>
</thead>
<tbody>
<tr>
<td>accept a gift from my spouse?</td>
<td>Yes, gifts from spouses and other specific family members are permitted.</td>
<td>Yes, gifts from spouses and other specific family members are permitted.</td>
</tr>
<tr>
<td>give a gift to a boss?</td>
<td>Generally, no, but there is an exception for a non-monetary gift of a nominal value (no more than $20) at a holiday party.</td>
<td>Yes, if non-monetary and value is $99 or less aggregated annually.</td>
</tr>
<tr>
<td>give a gift to a subordinate?</td>
<td>Not recommended, but, yes of a nominal value (no more than $20).</td>
<td>Yes. Generally, a boss is not a restricted source for a subordinate.</td>
</tr>
<tr>
<td>accept a gift from a colleague?</td>
<td>Yes, if not a restricted/prohibited source.</td>
<td>Yes, if not a restricted/prohibited source.</td>
</tr>
<tr>
<td>accept a doughnut box from a vendor or a cookie tray from a business that I inspect?</td>
<td>Yes, but you MUST share with co-workers, discard or return. You should also send a &quot;thanks, but no thanks&quot; letter to prevent future doughnuts or cookies.</td>
<td>Yes, but if value is more than $99, you MUST share with co-workers or discard. If value is more than $99 and is non-perishable (e.g. book), you must return or pay full value.</td>
</tr>
<tr>
<td>accept a $10 tip from a resident I helped in my City role?</td>
<td>No. Any tips and cash gifts from restricted/prohibited sources are prohibited.</td>
<td>No. Any tips and cash gifts from restricted/prohibited sources are prohibited.</td>
</tr>
</tbody>
</table>

**Brought to you by...**

[Office of the Chief Integrity Officer](#)  [Board of Ethics](#)

**Questions?**

Group A: Contact Chief Integrity Office at Integrity@phila.gov  
Group B: Contact Board of Ethics at BOEGCStaff@phila.gov

*Updated December 3, 2021*