

'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, typically in recognition of a holiday or life event.

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



FAQs

around this time of year

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 a single restricted/prohibited source **valued at more than \$99 (aggregated annually)** with a few exceptions.

MAY I...	GROUP A	GROUP B
accept a gift from my spouse?	Yes , gifts from spouses and other specific family members are permitted. ●	Yes , gifts from spouses and other specific family members are permitted. ●
give a gift to a boss?	Generally, no , but there is an exception for a non-monetary gift of a nominal value (no more than \$20) at a holiday party . ●	Yes , if non-monetary and value is \$99 or less aggregated annually. ●
give a gift to a subordinate?	Not recommended , but yes of a nominal value (no more than \$20). ●	Yes . Generally, a boss is not a restricted source for a subordinate. ●
accept a gift from a colleague?	Yes , if not a restricted/prohibited source. ●	Yes , if not a restricted/prohibited source. ●
accept a cookie tray delivered to the office by a vendor?	Yes, but ONLY if you plan to share it with co-workers or discard it. To prevent receiving future prohibited gifts from vendors, you should send a "thanks, but no thanks" letter. ●	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. ●
accept a \$10 tip from resident I helped in my City role?	No . Any tips and cash gifts from restricted/prohibited sources are prohibited. ●	No . Any tips and cash gifts from restricted/prohibited sources are prohibited. ●

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OFFICE OF THE
CHIEF INTEGRITY OFFICER



Board of Ethics
CITY OF PHILADELPHIA

Questions?

Group A: Contact Chief Integrity Office at Integrity@phila.gov

Group B: Contact Board of Ethics at BOEGCStaff@phila.gov