

RUTGERS UNIVERSITY POLICY

Section: ~~40.2.12~~

Section Title: ~~Fiscal Management~~

Policy Name: ~~Gratuities, Guests, Gifts and Use of University Resources~~

Formerly Book: ~~6.4.2~~

Approval Authority: ~~Senior Vice President for Finance and Treasurer~~

Responsible Executive: ~~Senior Vice President for Finance and Treasurer~~

Responsible Office: ~~Office of Finance and Treasurer~~

Originally Issued: ~~9/1978~~

Revisions: ~~12/1980, 4/2013; 10/10/2013 (Updated titles and standard template)~~

Errors or Changes? ~~Contact: The Office of Finance and Treasurer at 848-932-4300~~

<u>Policy Name:</u>	<u>Gratuities, Guests, Gifts, and Use of University Resources</u>				
<u>Section #:</u>	<u>60.1.31</u>	<u>Section Title:</u>	<u>Universitywide HR Policies and Procedures</u>	<u>Formerly Book:</u>	<u>6.4.2; Formerly Policy 40.2.12</u>
<u>Approval Authority:</u>	<u>Senior Vice President and Chief Enterprise Risk Management, Ethics, and Compliance Officer</u>		<u>Adopted:</u>	<u>09/1978</u>	<u>Reviewed:</u> <u>12/07/2018</u>
<u>Responsible Executive:</u>	<u>Senior Vice President and Chief Enterprise Risk Management, Ethics, and Compliance Officer</u>		<u>Revised:</u>	<u>12/1980; 04/2013; 10/10/2013; 12/07/2018</u>	
<u>Responsible Office:</u>	<u>University Ethics and Compliance</u>		<u>Contact:</u>	<u>Ethics Office: ethics@uec.rutgers.edu (732) 743-3344</u>	

1. **Policy Statement**

It is the policy of Rutgers, The State University of New Jersey, that our faculty and staff are not permitted to accept To outline the uUniversity's policy regarding acceptance of gratuities, or gifts, entertainment, or other items of value that could reasonably be perceived to influence behavior from vendors or potential vendors of official guests, and the use the of uUniversity material, property, or facilities. In addition, this policy prohibits the use of entertainment, gifts, University resources, or other items of value for any purpose other than authorized and appropriate academic and business purposes.

2. **Reason for Policy**

This policy has been established tTo ensure compliance with policies and regulations pertaining to acceptance of gratuities and Ggifts, entertainment of guests, and Uuse of University Resources. The New Jersey State Ethics Commission has interpreted the State Conflicts of Interest Law to determine that, with very limited exceptions, accepting personal gifts from a current or prospective vendor to public employees such as the University's faculty and staff is inappropriate.

3. **Who Should Read This Policy**

All members of the Rutgers University community.

4. **~~Related Documents~~ Resources**

None.

University Policy 40.2.10: Equipment Inventory and Property Management

University Policy 40.2.13: Donor Gift Policy

University Policy 40.4.1: Travel and Business Expense Policy

University Policy 50.1.12: Conflicts of Interest Policy for Members of the Board of Governors and Trustees, the Camden Board of Directors, and University Officers

University Policy 60.1.7: Personal Use of University Telephones

University Policy 40.2.10: Equipment Inventory and Property Management

University Policy 60.4.2: Code of Ethics for Administrative and Professional Staff Members

University Policy 60.5.8: Conflicts of Interest – Faculty Professional Activities Outside the University and Outside Employment for Academic Personnel

University Policy 60.5.9: Faculty or Staff Involvement with Commercial Enterprise - Contracts with the University

University Policy 60.9.21: Outside Employment

University Policy 70.1.1: Acceptable Use Policy
University Policy 70.1.1: Acceptable Use Policy for Information Technology Resources

5. ~~Contacts~~

~~The Office of Finance and Treasurer at 848-932-4300~~

5. Definitions

N/A

6. The Policy

~~40.2.12 GRATUITIES, GUESTS, GIFTS AND USE OF UNIVERSITY RESOURCES~~

A. Gratuities:

1. The policy of the University with respect to gratuities prohibits faculty and staff members from accepting money, goods, services, entertainment, or any form of gratuity, either directly or indirectly, from any individual, company, organization, or group interested in business or financial relations with the University or in the use of University facilities.
2. Any such gift received by a University faculty or staff member should be returned to the donor if possible. If it is impractical to return a gift, it should be delivered to the Office of University Ethics and Compliance ~~the Senior Vice President for Finance and Treasurer~~ for disposition.

B. Guests:

1. The entertainment of official guests by University personnel may be permitted when properly authorized. See University Policy Section 40.4.1: Travel and Business Expense Policy for procedure for approval and reimbursement.

C. University Resources:

1. University material, property, facilities, or the time of University personnel on duty may be used only for purposes directly related

to the academic programs or the business affairs of the University. Material, property, or facilities may be loaned or removed from the premises of the University only with the approval of the dean, director, or department head, who shall be informed of the item, the date of removal, and the reason for removal. See University Policy Section 40.2.10: Equipment Inventory and Property Management for procedure for disposal of surplus property.

2. No facilities, materials, supplies, or services owned or provided by Rutgers shall be utilized by any faculty or staff member in connection with employment outside the University. Any violation of this policy shall subject the offender to possible termination of employment.