UNIVERSITY POLICY

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

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<th>Section #:</th>
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<td>60.1.31</td>
<td>Universitywide HR Policies and Procedures</td>
<td>6.4.2; Formerly Policy 40.2.12</td>
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Approval Authority: Senior Vice President and Chief Enterprise Risk Management, Ethics, and Compliance Officer

Adopted: 09/1978

Reviewed: 12/07/2018

Revised: 12/1980; 04/2013; 10/10/2013; 12/07/2018

Responsible Executive: Senior Vice President and Chief Enterprise Risk Management, Ethics, and Compliance Officer

Responsible Office: University Ethics and Compliance

Contact: Ethics Office: ethics@uec.rutgers.edu (732) 743-3344

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 gratuities, gifts, entertainment, or other items of value that could reasonably be perceived to influence behavior from vendors or potential vendors of the University. 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 to ensure compliance with policies and regulations pertaining to acceptance of gratuities and gifts, entertainment of guests, and use 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. Resources

   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

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

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5. **Definitions**

N/A

6. **The Policy**

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 for disposition.

B. **Guests:**

1. The entertainment of official guests by University personnel may be permitted when properly authorized. See University Policy 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 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.