

UNIVERSITY POLICY

Policy Name:	Gratuities, Guests, Gifts, and Use of University Resources				
Section #:	60.1.31	Section Title:	Universitywide HR Policies and Procedures	Formerly Book:	6.4.2; Formerly Policy 40.2.12
Approval Authority:	Senior Vice President and Chief Enterprise Risk Management, Ethics, and Compliance Officer		Adopted:	09/1978	Reviewed: 12/07/2018
Responsible Executive:	Senior Vice President and Chief Enterprise Risk Management, Ethics, and Compliance Officer		Revised:	12/1980; 04/2013; 10/10/2013; 12/07/2018	
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](#)

[Universitywide Policy 50.1.12: Conflict 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 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 for Information Technology Resources](#)

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.