



Acceptance of Gifts

Purpose

The purpose of this policy is to clearly delineate to all employees the City of Novi's policy which prohibits solicitation and/or acceptance of gifts or favors.

Policy

It is the personnel policy of the City of Novi to prohibit employees on behalf of themselves, another employee or members of their family, from soliciting or accepting any gift, favor, or token or gratuity from any individual, company or corporation which is either regulated by or does business with the City. It appears improper as well as discreditable to the City for an employee to accept any gift or favor which in any way might appear to place him/her in a position where he might be tempted to show favoritism or to be obligated in any way to the giver.

Each Department Head is responsible for enforcing the prohibition against accepting gifts or favors and for setting an example by your actions that should be an acceptable pattern to follow for employees under your supervision.

Exceptions

Exceptions for this policy, such as a box of candy or cookies which are shared by an entire department, may be approved by the Department Head.