




POLICY AND PROCEDURE STATEMENT

SUBJECT GIFTS AND GRATUITIES	PAGE 1 OF 1	DATE EFFECTIVE AUGUST 1, 2018	
SECTION/POLICY NO. 5.12	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE O.R.C. 102.022	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village will have a process in place to deal with gifts and gratuities.

PURPOSE:

- I. To have a standardized process.

PROCEDURE:

1. Employees of the Village may not receive or accept any personal gifts or gratuities which obligate the Village or its employees in any way or which are intended to influence such. A personal gift is generally defined as one which is expressly for an individual and is not an object produced for general distribution as a means of advertising such as inexpensive pens or calendars. There is no monetary limit, minimum.
2. Village employees should refrain from recommending any one particular provider of services such as a plumber, electrician, attorney, physician, dentist, etc., to a member of the public. The best method is to refer the public to the proper listings in a directory, Better Business Bureau (BBB), or online and permit them to make their own choice.
 - a. You can make the following assertions:
 - i. "We have used that service or contractor before".
 - ii. "That contractor has performed or provided services in a manner that we would use them again".
 - iii. "We have used that service and would entertain them bidding on a future project".
 - iv. I would be cautious about over endorsements, just keep to the facts and/or,
 - v. I would be cautious about negative statements about a vendor or contractor.