



City of Riverside Administrative Manual

Effective Date: 11/2013
Review Date: 11/2016
Prepared by: City Manager

Approved:

Scott C. Bell

Department
City Manager

SUBJECT:

ACCEPTANCE OF GIFTS

PURPOSE:

To establish a policy on the acceptance of gifts and gratuities by City employees.

POLICY:

Employees shall not accept any gift, favor or other consideration, which might reasonably be construed as a conflict of interest and/or an attempt to influence their actions in the performance of their official duties. If the application of this policy in any particular instance is not clear, the recipient has the responsibility and obligation to seek clarification from his/her supervisor. If the supervisor and the department head are unclear as to the application of this policy, the matter should be referred to the Office of the City Manager for a decision.