



Vendor Gifts/Gratuities

Policy No. ##

Type of Policy: Administrative

Effective Date: July 2019

Last Revised: July 2019

External Requirement for Review: [Date, Reason] – if applicable

Compliance Reporting: [Date, Reason] – if applicable

Policy Owner: [tbd]

Policy Contact: [tbd]

- **Reason for Policy**

This policy provides guidance to Georgia Tech employees, especially those who may be in positions of purchasing or decision influence, who may have the opportunity to receive any type of gifts, whether monetary or otherwise tangible, from current or potential vendors.

- **Policy Statement**

Employees of the Institute are prohibited from knowingly accepting, directly or indirectly, gifts from any person or entity that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence a member of the Georgia Tech community in the performance of his/her official functions is a felony under state law.

In general, Georgia Tech employees may not accept gifts from any person or entity that is a current vendor of Georgia Tech or is seeking to become a vendor. The following items are not considered “gifts” and may be appropriate to accept, assuming the value is less than \$75:

- Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances
- Food, beverages, and registration at group events to which substantial numbers of employees of the University System Office or a University System of Georgia institution are invited.
- Promotional items generally distributed to the public.
- An award, plaque, certificate, memento, or similar item given in recognition of the recipient’s civic, charitable, political, professional, private or public service or achievement.
- Gifts from a person or entity who is neither a lobbyist nor a vendor as those terms are defined in State Statutes.
- Gifts to or from USG Affiliate Organizations or other separately incorporated, charitable entities.

Georgia Tech employees in any position of purchasing influence are strongly discouraged from receiving any type of gift, benefit, reward, or consideration (including the exceptions listed above) from any person or entity that is a current vendor of Georgia Tech or those seeking to become a vendor. If an individual is unclear as to the appropriateness of the situation and/or gift, they should send an email to asklegal@gatech.edu or contact Legal Affairs, <http://legal.gatech.edu/contact-us>.

- **Scope**

This policy applies to all Georgia Tech administrators, faculty, and staff.

- **Definitions**

Gift	Lodging, transportation, personal services, gratuities, subscriptions, memberships, trips, loans, extensions of credit, forgiveness of debt, advance or deposit of money, gift cards, or anything of value.
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- **Frequently Asked Questions**

- **Responsibilities**

List the units or individuals who are responsible for aspects of the policy (e.g., colleges, departments, offices, faculty, students, employees, etc.). Summarize the major responsibilities – the “what” not the “how” of the responsibility. Details of “how” should be in the procedures section.

- .1. **Responsible Party**

- .2. **Responsible Party**

- **Enforcement**

Description of potential repercussions for those within policy scope who are found in violation of the policy. As much as possible, there should be a prescribed set of consequences for the various *types* and *frequency* of noncompliance that may occur.

To report suspected instances of noncompliance with this policy, please visit Georgia Tech’s *EthicsPoint*, a secure and confidential reporting system, at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

- **Related Information**

Resource	Link
USG Gratuities policy	https://www.usg.edu/policymanual/section8/C224/
USG Ethics policy	https://www.usg.edu/organizational_effectiveness/ethics_compliance/ethics_policy
USG Conflict of Interest and Conflicts of Commitment policy	https://www.usg.edu/policymanual/section8/policy/C224/#p8.2.15_outside_activities

- **Policy History**

Revision Date	Author	Description
03-27-2019	AVP, Institute Planning & Resource Management	Initial draft

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