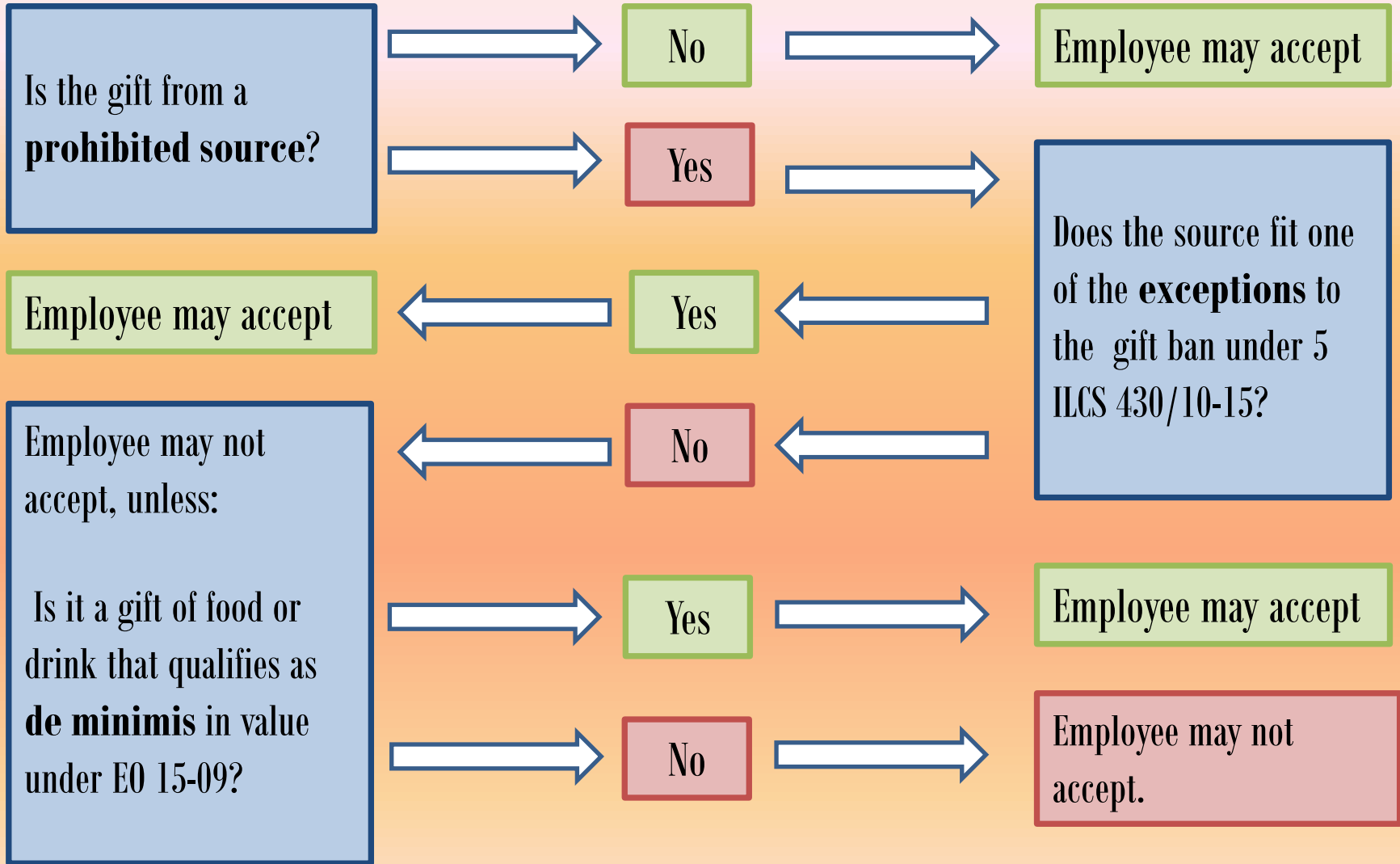


Application of the Gift Ban



Definitions

A **Prohibited Source** is anyone:

- Seeking an official action.
- Doing or seeking to do business with the state agency.
- Regulated by the state agency.
- Holding an interest that may be substantially affected by the state employee's performance or non-performance of official duties.
- Registered as a lobbyist.

And any:

- Agent of, spouse of, or immediate family member living with a prohibited source.

What are **major exemptions to the gift ban**?

- Opportunities/benefits/services available to the general public.
- Gifts from immediate family members, grandparents, grandchildren, or other relatives listed in Ethics Act Sec. 10-15(6).
- Gifts from personal friends given on the basis of that friendship.
- Gifts between agency or government employees.
- Education materials/missions, with prior E0 approval and in the course of official duties that advance the agency's mission and predominantly benefit the public.

What does **de minimis food or drink** mean?

- Small in value and received at an event attended in the course of official duties.
- Gift adheres to other legal requirements or agency policy.
- Food or drink sent to a state agency should be placed in the public common area for the general public and agency employees.

Note: If any employee is prohibited from accepting a gift, the employee may (1) decline the gift/return the gift to the giver or (2) pay market value for the gift. If the employee cannot return the gift, the employee may give an equal amount to an appropriate charity.