



OFFICE OF THE PROVOST

EMPLOYEE RELATIONS

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Memorandum

To: All Employees

From: Janet Faber, Assistant Director of Employee Relations & Deputy Ethics Liaison Officer

Re: Holiday Gifts & Receptions

Date: December 7, 2015

With the holiday season quickly approaching, we would like to remind everyone of the New Jersey Uniform Ethics Code's prohibition against accepting gifts or items of value from individuals or organizations doing business with the College. Any gift received by an employee in his/her official capacity must be immediately reported to the Ethics Liaison Officer and/or Deputy Ethics Liaison Officer who will then make a determination as to whether the item may be accepted, must be returned, or brought to the this Office for donation.

Please note that gifts or benefits of nominal or trivial value, such as complementary calendars, pens, or pencils which are also offered to the general public through mass mailings and/or distribution, need not be returned if their use does not create the impression of endorsement. For example, posting a calendar with a contractor's name emblazoned on it in a department office could be perceived as a conflict of interest.

Any perishable items received as gifts (i.e. food baskets and the like) shall be donated to a local soup kitchen or charity rather than simply placed out for all employees to eat. It is important to bring perishable gifts to the attention of this Office in a timely manner in order to avoid spoilage. For the last few years, the Office has collaborated with the Center for Student Involvement to ensure that all perishable gifts are donated to the Center for Food Action, a local soup kitchen/charity.

Further, since attendance at holiday parties and/or receptions hosted by interested parties/consultants primarily serves a social purpose, it is advised that all College employees refrain from attending such events. Attendance at the aforementioned events could create a conflict of interest, appearance of impropriety or perception that an employee may appear to be too closely associated with a specific contractor/regulated entity. However, this prohibition does not apply to any internal parties sponsored by College departments for its employees.

If we follow the above referenced rules regarding gifts and parties, we should be able to maintain the public's trust and confidence in the College.

Please direct all questions regarding gifts and holiday parties to the College Ethics Liaison Officer, Michael A. Tripodi at mtripodi@ramapo.edu or the Deputy Ethics Liaison Officer, Janet Faber at jfaber@ramapo.edu.

Thank you.