Gifts or Favors (Personal), Acceptance of

BRIEF

Policy Summary

Berkeley Lab employees are not permitted to accept gifts, gratuities, or favors from any source that might affect or appear to affect their judgment in conducting their work.

Who Should Read This Policy

This policy applies to all employees.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

Research and Institutional Integrity Office
RIIO@lbl.gov
http://www.lbl.gov/Workplace/RIIO/

POLICY

A. Purpose

This policy describes limitations on Lawrence Berkeley National Laboratory (Berkeley Lab) employee acceptance of gifts.

B. Persons Affected

This policy applies to all employees.
C. Exceptions

Not applicable

D. Policy Statement

Employees are not permitted to accept gifts, gratuities, or favors from any source that might affect or appear to affect their judgment in discharging their duties. Such acceptance may be construed as a conflict of interest. This restriction does not apply to:

1. Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a luncheon, dinner, or other meeting; or
2. Acceptance of modest entertainment, such as a meal or refreshments in connection with attendance at widely attended gatherings sponsored by industrial, technical, or professional associations or at public ceremonies in an official capacity

Employees in positions designated in the University of California Conflict of Interest Code are subject to specific limits on accepting gifts from reportable sources. Contact the Research and Institutional Integrity Office at RIIO@lbl.gov for further information.

E. Roles and Responsibilities

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

F. Definitions/Acronyms

None

G. Recordkeeping Requirements

None

H. Implementing Documents

None

I. Contact Information

Research and Institutional Integrity Office
RIIO@lbl.gov

J. Revision History

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<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
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<td>M. Stoufer</td>
<td>Regular review. Minor clarification; add SRD; change Next Review date</td>
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Document Information

DOCUMENT INFORMATION

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**Source Requirements Documents**

- Contract 31, Clause I.78, Title 48 CFR Section 970.0371-4, *Gratuities*
- Political Reform Act, California Government Code Section 89503

**Implementing Documents**

None