Gifts or Favors (Personal), Acceptance of

Brief

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<th>Title</th>
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<tr>
<td>Publication date</td>
<td>7/18/2014</td>
</tr>
<tr>
<td>Effective date</td>
<td>7/1/2009</td>
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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

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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

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>7/18/2014</td>
<td>1.1</td>
<td>M. Stoufer</td>
<td>Regular review. Minor clarification; add SRD; change Next Review date</td>
<td>Section D, SRD</td>
<td>Minor</td>
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<td>5/18/2012</td>
<td>1</td>
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<td>M. Stoufer</td>
<td>Rewrite for wiki (brief)</td>
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Document Information

DOCUMENT INFORMATION

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Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
<table>
<thead>
<tr>
<th>Source Requirements Documents</th>
<th>Implementing Documents</th>
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| • Contract 31, Clause I.78, Title 48 CFR Section 970.0371-4, *Gratuities*  
  • Political Reform Act, California Government Code Section 89503 | None |