

**SAUSALITO-MARIN CITY SANITARY DISTRICT
STANDARD PROCEDURE**

Effective: 12/04/95

SUBJECT: ACCEPTANCE OF GRATUITIES

- I. **PURPOSE.** To ensure that the honor and integrity of District employees and Board members remains above reproach.

- II. **SCOPE.** This policy applies to acceptance of gratuities by all employees and Board members.
 - A. **Definition:** For the purpose of this policy, a gratuity is defined as a gift or service rendered to an individual in connection with the individual's services for the District.

- III. **POLICY.** No employee or Board member shall accept gratuities which afford personal gain, profit or employment.

- IV. **RESPONSIBILITY.** It is the responsibility of every District employee and Board member to ensure that the policy stated above is carried out.