

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

Procedure No.: P.3

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**Subject:** Prohibition on the Acceptance of Gifts

Page 1 of 1

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No IIT employee should solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of employment or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee regarding university business or policy. Employees may accept occasional unsolicited gifts (e.g., business lunches, Christmas baskets and the like), provided the gifts (i) have a cumulative market value, in any calendar year, of under \$250, (ii) are customary in the industry and (iii) will not influence or appear to influence the judgment or conduct of the employee. The application of the restrictions in this paragraph to a specific gift or favor may be waived, in writing, by the appropriate Vice President. Such an exemption must be in writing with a statement of the pertinent reasons for exemption.