

GIFT RULES



The time of year where it is common to exchange gifts is here. As we celebrate together, remember that as City employees there are certain rules around giving and receiving gifts that should be kept in mind.

A “**gift**” is any item, a payment, or other benefit that you receive without providing payment or services of equal or greater value.

GIFT RULES APPLICABLE TO ALL DPH STAFF:

- No DPH employee may accept a gift or “tip” from anyone for performing their job.
 - You **MAY NOT** accept gifts from **patients or their families** for doing your job.
 - DPH employees are prohibited from asking for gifts or gratuities from any individual.
- DPH supervisors/managers **MAY NOT** accept gifts from any direct reports or subordinates.
 - No DPH employee may **ask for or accept** any gift from **any subordinate** or job applicant.
- DPH employees **MAY NOT** accept gifts from DPH contactors or entities seeking to contract with DPH.

EXCHANGES THAT ARE NOT CONSIDERED GIFTS:

There are several exceptions to the gift rules that allow for items or food to be exchanged.

- An annual office “white elephant” gift exchange is acceptable if everyone is participating and the gifts are all of equal value (\$25 limit).
- Any item (**cannot be cash**) worth \$25 or less given on occasions where gifts are traditionally given (cannot exceed four times per year).
 - Gift cards are considered a non-cash gift.
 - Gift cards CANNOT be given as an incentive to perform expected duties.
- Gifts of food and/or drink that are to be shared in the office among employees.

These are general gift rules and this is not an exhaustive list. DPH employees are encouraged to contact the San Francisco Ethics Commission (www.sfethics.org; 415-252-3100) for information on the City’s gift rules and prohibitions. Staff may also contact the DPH Compliance and Privacy Hotline at 1-855-729-6040 or e-mail compliance.privacy@sfdph.org.

OCA COMPLIANCE AND PRIVACY HOTLINE
855.729.6040 – compliance.privacy@sfdph.org



SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
Office of Compliance and Privacy Affairs

