

### STAFF GIFTS

It is the policy of the Board of Education that:

- A. Staff members should instruct their class to express their feelings in other ways rather than gifts, such as written communications.
- B. However, staff members may accept gifts of nominal value from students or parents if it is not in violation of this policy or State law.
- C. Staff members are not to give gifts to students unless approved by the principal.

Ohio law prohibits staff from engaging in the following ethically improper practices as pertains to accepting gifts in connection with their employment by the Board:

- A. Accepting or soliciting any form of compensation, either directly or indirectly, from a vendor or supplier of services to the Board, or from any other source except the Board, for performing any duties associated with their service to the Board;
- B. Having a definite and direct personal financial or fiduciary interest in a contract entered into by or for the benefit of the Board, unless such contract was awarded by the Board, after competitive bidding;
- C. Soliciting, accepting, or using their position with the Board to secure any form of compensation from a vendor or supplier of services that does business with the Board.

As used in this policy, "compensation" is defined as anything of tangible value that is given, directly or indirectly, to the staff member for his or her personal use. Examples of compensation include, but are not limited to, cash, checks, securities, or other forms of money; gifts, such as televisions, computers, or tickets; or free or discounted services, such as travel vouchers, coupons, etc. If an employee is given compensation from a vendor or supplier, the employee is required to notify the Treasurer, in writing, of his or her receipt of such compensation, and thereafter promptly transmit such compensation to the Treasurer. In no event shall the staff member keep such compensation, or in the case of money, deposit it into a personal account or otherwise commingle it with the staff member's own funds.

Adopted: January 14, 2013