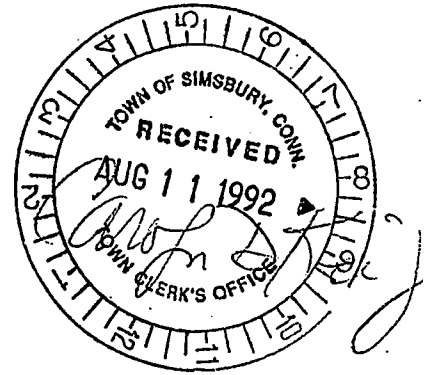


SIMSBURY BOARD OF ETHICS

GUIDELINES FOR GIFTS AND FAVORS



The following guidelines are issued to delineate gifts and favors deemed to be of no substantial value under the provisions of Section 2 of the Code of Ethics Ordinance for the Town of Simsbury:

1. The acceptance of a small gift, the denial of which would appear discourteous, provided the value of the gift does not exceed approximately \$25.00 from a single donor per calendar year, is permitted.
2. If a gift is received which is of such insignificant consequence that the cost of its return exceeds the value of the gratuity, it may be accepted.
3. Inexpensive advertising novelties, such as pens, calendars, and other such items customarily distributed to both the public and private sector, may be accepted.
4. An occasional meal or entertainment event may be accepted if it is in the ordinary course of business, but under no circumstances shall a meal or other event be accepted if the value exceeds approximately \$25.00. Occasional means: infrequent, without regularity, and generally not to exceed six or eight occasions per year.
5. Any other offer for travel, meals or entertainment is prohibited by the Ordinance unless: a) it is part of an event related to the Town's business in which the employees or public officials from other municipalities are also offered the same benefit; AND b) the event is approved in advance by the First Selectman in the case of Town officials and employees, or the Superintendent of Schools in the case of Board of Education officials and employees. Any such approvals by the First Selectman or the Superintendent of Schools which exceed \$50.00 in value shall be reported in writing to the Chair of the Board of Ethics within ten business days following the date of approval giving a description of the event, the approximate dollar amount involved, and the reason for the approval.
6. Except for those gifts specified in Items 2 and 3 above, no gift of any value shall be accepted from a donor who has a matter pending before the Town or Board of Education including, but not limited to, applications to various boards and commissions, bids for work to be performed by the donor for the Town, applications for employment, bids for the furnishing of supplies, equipment and other items used by the Town.