

## General Personnel

### Limitations on Accepting Gifts

No Cooperative employee or Executive Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses of, and immediate family members living with, an Executive Board member or employee. The following are examples of acceptable gifts:

1. gifts from relatives or personal friends;
2. gifts from an employee or Executive Board member to an employee or Executive Board member;
3. gifts from students to teachers that have nominal value;
4. food, lodging, transportation, and other benefits:
  - resulting from outside business or employment activities, or
  - customarily provided by a prospective employer;
5. information or communication materials, such as books, articles, periodicals, audiotapes, or videotapes;
6. training (including food and refreshments);
7. personal hospitality;
8. free attendance at a widely attended forum, dinner, reception, or similar event if attendance is related to the individual's office or job;
9. commemorative items;
10. golf or tennis, food or refreshments of nominal value, and catered food or refreshments;
11. meals or beverages consumed on the premises from which they were purchased; and
12. any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

The Executive Director or designee is the Cooperative's Ethics Officer. The Ethics Officer shall serve as a resource to employees and Executive Board members regarding this policy. The Executive Board will serve as the Cooperative's Ethics Commission. In the event that any Executive Board member is personally involved in a matter being investigated, he or she shall not serve on the Commission during such investigation. The Cooperative's Ethics Commission shall have those powers and duties as described in the State Gift Ban Act for state-level ethics commissions, including the power to investigate complaints.

Anyone believing that this policy is or was violated is encouraged to file a complaint with the Cooperative Ethics Commission. The Commission will follow the procedures for handling

complaints given in the State Gift Ban Act. The Executive Board, as the ultimate jurisdictional authority, may take appropriate enforcement action, such as those described in the State Gift Ban Act.

Amended: October 29, 2002

ADOPTED: March 21, 2000