



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Employee Code of Conduct	AUTHORIZED BY: Michael N. Keathley Commissioner of Administration
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ISSUED: January 3, 2007	REVISED:

I. General Statement

This policy establishes guidelines for consistent standards to be followed by all State employees regarding the acceptance of money and gifts from registered lobbyists. Agencies may adopt stricter policies provided they do not conflict with the provisions of this policy. This policy applies to all state agencies or other units of the executive branch of state government.

II. Guidelines

No employee of the State of Missouri shall solicit or accept, directly or indirectly, on behalf of himself or herself or any member of the employee's household, any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee, or any other thing of monetary value, from any person or entity that is a Missouri registered lobbyist as defined in section 105.470, RSMo.

A. Exceptions

The prohibition on accepting gifts in this section does not apply to:

1. A gift given by a member of the employee's immediate family, or by an individual if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;
2. Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication, and travel and lodging expenses in connection with a fact finding or educational trip sponsored by a bona fide organization;
3. Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business, unsolicited tokens or awards of appreciation, honorary degrees, or bona fide awards in recognition of public service in the form of a plaque, trophy, desk item, wall memento and



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similar items; provided, that any such item shall not be in a form which can be readily converted to cash, and modest items or tokens given by an organization as a display of that organization's esteem when it would be awkward or rude to refuse, such as t-shirts, ball caps, coffee mugs, or similar items;

4. Modest items of food and refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal;

5. Food, refreshments, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting or an establishment or recognized membership organization which has regular meetings;

6. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in A and B of this section; and

7. Anything for which fair market value is paid by the employee.

B. Corrective Action

An employee does not violate this section if:

1. The employee did not know that the gift was paid for by a Missouri registered lobbyist and the employee takes reasonable remedial action, including but not limited to returning the gift, paying market value for the gift, or donating the gift to a nonprofit or charitable organization; or

2. The employee did not actually receive a gift that was erroneously reported on a lobbyist report filed with the Missouri Ethics Commission. In a case where an erroneous lobbyist report is filed, the employee should take appropriate steps to ensure that a correction in the report is made.