



Happy Holidays!

From the Office of Ethics and Compliance

December, 2008
Office of Ethics and Compliance
Holiday FAQs



UMDNJ
UNIVERSITY OF MEDICINE &
DENTISTRY OF NEW JERSEY

Please feel free to print a copy of the FAQs to share with your department and colleagues

Gifts



◆ What should I do when I receive a gift related to my job duties?

As soon as you receive such a gift, forward it to the Ethics Liaison Officer (ELO) at 1 World's Fair Drive, Somerset, Suite 3100 with a note/memo providing details of the sender as well as the recipient. This information is required to track the gift in our database as well as return or donate it. If a gift is returned, a letter is forwarded to its sender with a copy to you for your records. The ELO will determine if the gift was given to influence your official duties or if the item will create the impression of a conflict of interest. For example, you receive an Atlas of World History textbook as a holiday gift from a printing services vendor that you have worked with during the fiscal year to produce program brochures.



◆ What should I do when I receive a gift that is a perishable item?

Immediately report it to the ELO, who will assist you in donating the gift. Items of perishable nature should be donated to a charitable organization. A list of organizations can be provided by the ELO. This only applies to perishable gifts received from the public or vendors. Perishable gifts exchanged or received amongst coworkers should not have to be reported to the ELO.

Gifts From a Co-Worker or Supervisor

◆ Can I accept a gift from one of my co-workers or supervisor?

Yes, as long as the gift is not excessive or inappropriate for a business environment.

Gifts From The Public or Individual or Company That Does Business With UMDNJ

◆ What are examples of gifts that can be considered items of trivial and nominal value that I may accept from an individual or company that does business with UMDNJ?

Greeting cards, plaques, certificates, pens, calendars, mugs can be considered trivial or of nominal value as long as the impression of a conflict of interest does not exist. For example, displaying a wall calendar in your office which promotes a vendor would create the impression of a conflict of interest.

Holiday Parties

- ◆ **Do I need to complete an Attendance at Events form for a departmental holiday party?**

No, internal events do not require an Attendance at Events form.

- ◆ **Do I need to complete an Attendance at Events form if the holiday party is hosted by an individual or company that does business with UMDNJ?**

Yes, you will need to complete an Attendance at Events form and forward to the Ethics Liaison Officer for approval once approval has been obtained from your supervisor.

- ◆ **Can I attend a holiday party as a guest of an individual or company that does business with UMDNJ? Can I accept the food and beverages?**

You may attend the holiday party, but you must reimburse the individual or business for the cost of food and beverages.

- ◆ **Can alcohol be served at a holiday party?**

You may not serve alcohol on UMDNJ property. UMDNJ funds may not be used to purchase alcohol. There are no exceptions to these rules. However, alcohol may be served at an off-campus holiday party as long as the alcohol was not purchased with UMDNJ funds. For example, a department head may pay personally to serve alcohol at an off-campus holiday party for staff members in the department. A collection of funds from the employees in the department would also be acceptable to purchase alcohol to be served at an off-campus holiday party.



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