### GIFTS FROM OUTSIDE SOURCES

**What gifts may I not accept?**

- You may not accept a gift:
  - that is offered because of your Government position, or
  - from someone:
    - with business (or seeking business) before the Department,
    - regulated by the Department, or
    - with interests that could be affected by performance of your duties unless acceptance is permitted under exceptions in ethics gift regulations.

**What gifts are acceptable?**

- Exceptions in the gift rules permit you to accept:
  - gifts from relatives and friends,
  - gifts of $20 or less (if not in cash and limited to $50 per year from the same donor) and agency- or profession-related books of $100 or less,*
  - invitations to “widely-attended” gatherings if a supervisor approves based on an agency benefit;* and
  - gifts from a foreign government of $375 or less (above that amount you can accept for the U.S. Government).

* You may not use this exception if:
  (1) you are a political appointee and
  (2) the gift is from a lobbying organization that is not a 501(c)(3) organization or a media company.

### GIFTS BETWEEN EMPLOYEES

**Are there any limits on gifts between employees?**

- Yes. You may not not give a gift to a supervisor or accept a gift from a subordinate, unless the gift is:
  - $10 or less (on an occasional basis);
  - for a major life event, such as a wedding, birth or adoption of a child, or retirement;
  - food shared in the office; or
  - personal hospitality at one’s home or a gift to a host or hostess (of appropriate value).

**May I give a gift to a subordinate?**

- Yes. Ethics rules do not restrict gifts from supervisors to subordinates.

### GIFTS TO THE GOVERNMENT

**May I accept a gift on behalf of my agency?**

- Yes, provided that you have authority to accept such gifts; the gift supports agency activities; acceptance will not create an appearance of loss of impartiality; and, if a travel gift, it was not solicited.

- Generally, a gift is not acceptable if from an agency contractor, grantee, or licensee or from someone in an industry sector regulated by the agency.