SAINT LOUIS UNIVERSITY

ACCEPTANCE OF GIFTS, GRATUITIES AND ENTERTAINMENT POLICY

Policy Number: 1.5.2
Classification: Administrative
Responsible University Official: Vice President and Chief Financial Officer

1.0 PURPOSE

This Policy governing the acceptance of gifts and gratuities by persons or entities doing business with or seeking to do business with Saint Louis University (the "University") is intended to promote decisions by University employees that are in the best interest of the University and free from inappropriate inducements, or the perception of inappropriate inducements that could affect the University’s best interest and impair its ability effectively and efficiently achieve its Mission.

2.0 POLICY

It is the policy of the University that no University employee shall accept gifts or gratuities with a value in excess of $100 from any person, outside organizations, corporations, companies, partnerships, or other entities which provide, or seek to provide goods or services to the University. Unless limited by another University Policy applicable to a particular group or class of employees, promotional items which the outside organizations use on a continuing basis as part of their regular marketing programs are excluded from this provision. In addition, acceptance of business entertainment which could be considered to be excessive from any person, outside organizations, corporations, companies, partnerships, or other entities which provide, or seek to provide goods or services to the University is prohibited.

3.0 SCOPE

The policy applies to all University employees.

4.0 PROCEDURE

4.1 On an annual basis, employees who are subject to the Resource Commitment
Conflict of Interest Policy shall attest in the Conflict of Interest Disclosure Statement that they have accepted no gifts, gratuities, or excessive entertainment during the preceding year. In the event of a question regarding the value of a gift received or whether proposed entertainment accepted is excessive, the employees should consult with the employee’s immediate superior as to the need to disclose such items as part of the attestation process and to return the gift or refuse the entertainment.

4.2 On a continuing basis, employees will consult with and report to their superiors any instances of gifts or gratuities offered to them by any outside organization, or any attempts to influence the performance of their assigned duties through the offer of gifts, gratuities, or excessive entertainment.