1. GIFTS:

A. While it is not the intent to discourage giving or exchanging gifts on customary occasions, it is our intent to provide guidelines that stress principles of integrity, honesty, respect for others, fairness and accountability when discharging our duties.

B. Authorized campaigns, fund raising, and other associated activities are approved by Central Administration and conducted under the direction or supervision of Department Heads, Supervisors or their designees.

C. Giving and receiving monetary gifts, gratuities, goods or services to and from fellow workers, patients, visitors, vendors or contractors while working at MUSC is not acceptable except under the following provisions.

1. Any gift given for any reason will be completely voluntary.

2. Gifts will not exceed a value of $25.00.

3. Voluntary fund collections for Engineering and Facilities activities that may be authorized by the MUSC Chief Facilities Officer or designee include birthdays, retirements, internal and external transfers, Christmas, Thanksgiving, or other customary occasions.

   a. Two individuals should jointly handle monies collected.
   b. All monies collected for a designated occasion or purpose should be spent for that occasion or purpose only.

4. Funds being raised for an employee or an employee’s immediate family for hospitalization, death in family, economic loss, etc. should also be completely voluntary under these guidelines:

   a. Two individuals should jointly handle monies collected.
   b. Include the wishes of the employee (family) involved in the expenditure.

D. For specific questions about any of the above information check with your supervisor or MUSC Procurement and Ethics policies.