

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 3010: Accepting and Providing Gifts, Entertainment, and Services

3010.10 An employee or their immediate family may not accept from or provide to individuals or companies doing or seeking to do business with Carmichael Water District (District), gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

- a. Is customary and gives no appearance of impropriety and does not total more than the gift limit as set by the Fair Political Practices Commission;
- b. Does not impose any sense of obligation on either the giver or the receiver;
- c. Does not result in any kind of special or favored treatment;
- d. Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense; and,
- e. Is given and received with no effort to conceal the full facts by either the giver or receiver.