

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 PERSONNEL POLICY	POLICY #: 06.01.04
SECTION: 09 STANDARD OF CONDUCT	
SUBJECT: 02 GIFTS	
	PROPONENT OFFICE/DEPT: PERSONNEL
	EFFECTIVE DATE: 01/23/90
	CITY MANAGER: EDWIN A. EDDY
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POLICY

It is the policy of the City of Coral Springs to prohibit any employee from soliciting or receiving, directly or indirectly, any monies, service, or other valuable consideration from a private citizen or business firm which might tend to improperly influence the employee in the discharge of official duties. Any city-wide benefit will be allowed, but any benefit which accrues to an individual or a particular department will not be allowed. City employees shall conduct themselves in an ethical manner at all times. Employees considered to be in violation of this policy shall be subject to disciplinary actions up to and including termination of employment.

PROVISIONS

1. Upon discovery of policy violation, the Department Director shall inform the Director of Human Resources of the situation. If the violation warrants employee discipline greater than Delegation of Authority provides for Department Directors the Director of Human Resources, the City Manager shall also be informed immediately.
2. Recommendations and authorizations for disciplinary actions shall follow appropriate City policies.

ADMINISTRATIVE REPEAL

The provisions contained herein shall supersede and replace all prior City Gifts Policies.