



COUNTY OF CARROLL

OFFICE OF THE COMMISSIONERS

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Policy Title:	Gift and Gratuities Acceptance Policy
Effective Date:	January 19, 2023
Revision Date:	
Reference(s):	NH RSA 15-B

Purpose: Carroll County's codes of conduct require that all employees demonstrate the highest standards of ethics and conduct in all matters when dealing with vendors and suppliers (current and potential), clients and MVC residents and their families (current and potential), employees and potential employees, independent contractors, and any individual or organization with whom they come in contact. Therefore, employees must avoid any conflicts of interest, real or perceived, and this policy will provide guidance regarding the acceptance of gifts and gratuities.

Summary: Accepting of gifts by an employee of Carroll County is strictly prohibited. A "gift" is broadly defined to mean either 1) money in any amount, whether in the form of cash, check, or any other negotiable or non-negotiable item for the transfer of money, or 2) any other tangible thing, intangible thing, service, or the use thereof having more than insignificant economic value. Any such item with a value of less than \$25 is presumed to be of insignificant economic value. RSA 15-B:2,V(b) includes a list of thirteen exceptions to this definition. If an item is not listed as an exception, then it is a gift, and subject to the law and this policy.

Exempted from this policy are gifts such as pens, trade show/conference bags, and other incidental items that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event.

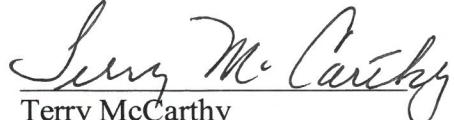
Notification: Employees are required to inform vendors, potential vendors, and others named in the Purpose section about this no-gift policy and will request that those individuals respect the County's policy and not purchase or deliver any gift for our employees, a department, an office, or the County as a whole, at any time, for any reason.

Procedure: If an employee or department receives a gift, the following actions are to be taken:

- If feasible, return the item to the giver.
- If it is not feasible to return the gift, the employee/department must report the gift to the Director of Human Resources who will collaborate with the Chief Financial Officer to determine the dispensation of said items and may include: Plants or flowers may be displayed in a common area. Likewise, food may be shared among all staff even if

addressed to a single employee. Under no circumstances may an employee take a food gift home. Food will be shared with and distributed to all staff, with email notification, during work hours in central locations.

An employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.



Terry McCarthy
Chairman



Matthew Plache
Vice-Chairman



Kimberly Tessari
Clerk

Adopted: January 19, 2023