

**PHEFA  
Gift Ban Policy**

WHEREAS, the members of the board of PHEFA desire to adopt a gift ban pertaining to PHEFA staff and board members and their designees and proxies.

NOW THEREFORE BE IT

RESOLVED, that no staff member, board member or designee or proxy of a board member may knowingly solicit or accept for his or her personal use or the personal use of another, a gift, gratuity, favor, entertainment, hospitality, loan or any other thing of monetary value, including an in-kind gift, given or to be given to the staff member, board member or designee or proxy of a board member as a result of his or her employment with or service to SPSBA from a person who:

1. Is seeking to obtain business from or has financial relations with PHEFA; or
2. Has interests that may be substantially affected by the performance or nonperformance of the individual's official duty with PHEFA.

Exceptions to the foregoing are limited to the following instances:

- (a) The solicitation or acceptance of something of monetary value from a friend, parent, spouse, child or other close relative under circumstances which make it clear that the gift is motivated by a family relationship or personal friendship rather than the position of the staff member, board member or designee or proxy of a board member. Relevant factors in making such a determination include the history of the relationship (for example, does the friendship pre-date employment/association with PHEFA) and whether the family member or friend pays for the gift.
- (b) The acceptance of loans from banks or other financial institutions on customary terms of finance for proper and usual activities, such as home mortgage loans.
- (c) Participation in widely attended gatherings free of charge is permissible when a staff member, board member or a designee or proxy of a board member is acting in furtherance of his or her official duties with PHEFA and acceptance of food or refreshment of nominal value on such occasion.
- (d) Acceptance of unsolicited advertising or promotional material such as pens, pencils, note pads, calendars and other such items of nominal intrinsic value.
- (e) A plaque, memento or gift of nominal value given as a token of esteem or appreciation on the occasion of a public appearance, speech, visit or the like, or on a special occasion such as marriage, illness or retirement.
- (f) The solicitation or acceptance of campaign contributions.

Upon **MOTION** by **Senator Smucker**, and **SECONDED** by **Secretary Topper**, and after full discussion, the above Resolution was unanimously approved at the PHEFA Board Meeting of July 2, 2015.