

What is a Gift?

The state definition is quite broad and can include anything you receive, for which you do not give equal or greater consideration within 90 days.

A gift can be, but isn't limited to:

- membership dues
- food or beverage
- plants, flowers, floral arrangements
- transportation and lodging
- the use of property
- forgiveness of a debt
- entrance fees, admission fees, or tickets to events, performances or facilities
- services for which a fee is normally charged by the person providing the services

What is an Honorarium?

An honorarium is a payment of money or anything of value, directly or indirectly, to an employee, or to any other person on their behalf, as consideration for a speech or a writing, other than a book, which has been or is intended to be published.

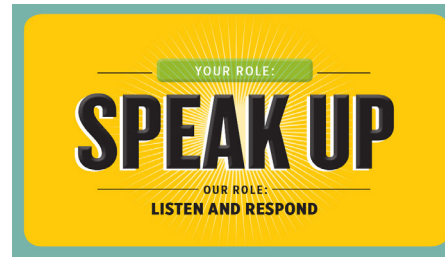
The term does not include payments for services related to outside employment or ordinary payments for services related to the employee's public duties nor does the term include payment of reasonable transportation, lodging, registration fee, food and beverage expenses for the employee and spouse related to the honorarium event.

Who is a RIPE?

A RIPE is a reporting individual or procurement employee.

Reporting individual is an individual required by state ethics laws to file a Form 1 Statement of Financial Interests with the Florida Commission on Ethics.

Procurement employee is defined in Fla. Stat. s. 112.3148 & s. 112.3149 as any employee who has participated in the preceding 12 months through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing, or in any other advisory capacity in the procurement of contractual services or commodities as defined in s. 287.012, if the cost of such services or commodities exceeds or is expected to exceed \$10,000.



UCF INTEGRITYLINE

The UCF IntegrityLine provides an anonymous reporting mechanism to report ethical concerns without the fear of retaliation - 24/7.

SECURE. ANONYMOUS.

Doing the right thing means acting with honesty and integrity and speaking up when you know of or suspect unethical behavior.

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Gifts & Honoraria

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Background Information

UCF employees are subject to Florida Statutes Chapter 112, part III Code of Ethics for Public Officers and Employees, which includes restrictions on soliciting and receiving gifts and honoraria. This policy provides employees with procedures on how to identify allowable gifts and honoraria in compliance with state ethics laws and university standards, and on reporting requirements to the state when accepting certain gifts and honoraria.

UCF employees are public employees and according to Florida statutes, are subject to the Florida Code of Ethics for Public Officers and Employees, which include restrictions on soliciting and receiving gifts and honoraria. Each year, the Florida Commission on Ethics publishes a summary of these statutes in the Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees.

University Compliance and Ethics provides oversight, guidance, and reviews related to compliance with the Florida Code of Ethics for Public Officers and Employees. Questions related to compliance with the state ethics laws or this policy should be referred to this office.

Policy Statement

Policy 2-009 Gifts and Honoraria

As America's strategic partnership university, we believe in working together and with others to achieve mutual success. While the university encourages partnerships, UCF expects all employees to refrain from engaging in any activity that creates a conflict of interest or a bias in decision-making, or that gives the appearance of a conflict or bias. Employees may not use or attempt to use their position in order to obtain special benefits or privileges for themselves or others. Employees may not solicit or accept anything of value, including a gift, loan, reward, promise of future employment, favor, or service, based on the understanding that it will influence action or judgment.

Employees, their spouses, and children may not accept compensation, payment, or anything of value when they know or, with the exercise of reasonable care should know, that it was given to influence the employee's official action.

THREE TYPES OF GIFTS

1. Prohibited
2. Allowable and Reportable (required by state statute to report to the Commission on Ethics)
3. Allowable, but Not Reportable

Prohibited Gifts

- Gifts, regardless of value, given to influence official action (applies to all employees)
- Gifts from a vendor or lobbyist valued more than \$100 (applies to RIPEs)
- Gifts, regardless of value, from a registered executive branch lobbyist (applies only to reporting individuals)

If you are offered a prohibited gift, politely decline it, or check with University Compliance and Ethics to see if it is something that can be accepted on behalf of the university before you accept it. Not all gifts can be accepted on behalf of the university. If it can be accepted on behalf of the university, you must promptly turn it over to the UCF Foundation.

Allowable but Reportable Gifts

State statutes that require gifts to be reported to the Commission on Ethics apply only to RIPEs.

If a RIPE receives a gift valued above \$100 that is not given to influence official action and is not provided by a vendor or lobbyist, the gift is allowable but must be reported to the Commission on Ethics.

RIPEs will report acceptance of the gift using the Form 9, Quarterly Gift Disclosure.

Filing a Form 9 is an obligation of the employee, not the university.

Allowable but NOT reportable Gifts

There are no reporting requirements in state statutes for non-RIPEs. For these employees, allowable gifts may be accepted and not reported.

If a RIPE receives a gift valued at or less than \$100 that is not given to influence official action, the gift may be accepted and not reported to the Commission on Ethics.



What should YOU do?

Company X hosts an annual industry conference and provides a discounted registration fee to all state and federal employees. The conference includes professional development opportunities and provides valuable information important to UCF. The event is open registration, any state or federal employee can register to attend and receive the discount. In this case, UCF is willing to pay the remaining registration fee and travel expenses for each employee to attend. Can you accept the discount?

The answer is **Yes!** The discounted conference registration does not meet the definition of a gift because the discount is being offered to all registrants and not solely to the employee.



PENALTIES

It is very important to understand the gift and honoraria rules that apply to you because the state has the authority to impose a number of sanctions for non-compliance with the law.

The following is a list of the sanctions the state may impose for employees who do not comply with state ethics laws:

- dismissal from employment
- demotion
- suspension
- reduction in salary level
- civil penalty not to exceed \$10,000
- restitution of pecuniary benefits received
- public censure
- reprimand

The burden is on YOU.

If you know, or with the exercise of reasonable care, should know that something was given to influence you, **DO NOT ACCEPT IT.**