

	<b>Florida Gulf Coast University</b> Policy Manual	Policy: 1.012
	<b>Gift and Honoraria</b>	<b>Responsible Executive:</b> President  <b>Responsible Office:</b> Office of the General Counsel

**I. POLICY STATEMENT**

This policy provides guidance to University employees in accepting gifts and honoraria from persons or entities which have an interest in doing business or hold an agreement with the University.

**II. REASON FOR POLICY**

This policy is being established to implement those requirements of Part III, Chapter 112, Florida Statutes, addressing the solicitation or acceptance of gifts or honoraria by University employees.

**III. APPLICABILITY AND/OR ACCOUNTABILITY**

This policy is applicable to all University employees.

**IV. DEFINITION OF TERMS**

A. *Gift*: A tangible or intangible item which is paid or given to University employee or to any other person on the University employee’s behalf, by person or entity, including but not limited to for-profit, not-for-profit and non-profit corporations or other corporate entities, which has an interest in doing business or holds an agreement with the University. The listing of items in section 112.3148(7)(a), Florida Statutes which describes that which may or may not be considered a gift is applicable.

B. *Honorarium*: A payment of money or anything of value to a University employee or to any other person on the University employee’s behalf, directly or indirectly, which is not as a result of University employment or an approved outside activity, as consideration for:

1. A speech, address, oration, or other oral presentation by the University employee, regardless of whether presented in person, recorded, or broadcast through an electronic or over the air method;
2. A writing by the University employee, other than a book, which has been or is intended to be published; or

3. The listing of items in section 112.3149(1)(a), Florida Statutes, which describes that which may or may not be considered honoraria is applicable.

## V. PROCEDURES

- A. No University employee shall solicit, directly or indirectly, any gift or honoraria for personal benefit from a person or entity which seeks to do business or currently holds an agreement with the University.
- B. No University employee may personally accept a gift or honoraria with a value greater than one hundred dollars (\$100) when acceptance will give the appearance of influencing the employee's objectivity with respect to the University's business. No University employee shall accept a gift or honoraria regardless of value if acceptance will conflict with a statutory, regulatory, or professional code of conduct requirement governing conflicts of interest for the employee.
- C. A University employee may accept a gift from a University direct-support organization (as defined in Florida Statute 1004.28) when the gift is being offered in appreciation of support of the University or its programs.
- D. The decision to accept a gift which is made for tax deductible purposes shall be made by the University Foundation. The decision to accept any other gifts to the University shall be made by in consultation with administration of the relevant University division and the University Foundation.

## VI. RELATED INFORMATION

Part III, Chapter 112, Florida Statutes, specifically sections 112.3148 and 112.3149.

## VII. HISTORY

New 06/03/2015

## VIII. APPENDICES

None

APPROVED



\_\_\_\_\_  
President

June 3, 2015

\_\_\_\_\_  
Date