



STATE OF INDIANA

Eric J. Holcomb, Governor


DEPARTMENT OF ADMINISTRATION

Legal Division

Indiana Government Center South
402 West Washington Street, Room W479
Indianapolis, IN 46204

MEMORANDUM

To: All State Vendors/Contractors

From: Tammera J. Glickman 
IDOA Ethics Officer

Re: State Ethics Rules Regarding Gifts

Date: December 5, 2018

The holiday season is upon us, and we would like to remind our friends and colleagues in the private sector about the State's ethics rules regarding gifts and how they apply to those individuals who serve the executive branch of state government and to those persons who have a business relationship with a state agency.

While it is common in the private sector to celebrate the holiday season by giving gifts to business clients, please remember that state employees and special state appointees have a duty to abide by the "Gifts Rule" in the Indiana Code of Ethics. The Gifts Rule generally prohibits these employees and appointees from soliciting, accepting, or receiving any: (1) gift; (2) favor; (3) service; (4) entertainment; (5) food; (6) drink; (7) travel expenses; or (8) registration fees; from a person who has a business relationship with the employee's or appointee's agency or is seeking to influence an action by the employee or appointee in his or her official capacity. The general prohibition under the Gifts Rule also extends to the spouses and unemancipated children of employees and appointees.

The Indiana Code of Ethics also includes what is known as the "Donor Restrictions Rule." This rule prohibits a person who has a business relationship with an employee's or appointee's agency from providing any gift, favor, service, entertainment, food, drink, travel expenses or registration fees to the employee or appointee, if the employee or appointee would not otherwise be permitted to accept the item under the Gifts Rule.

We value our business relationship with your company and appreciate your support in ensuring that the highest ethical standards are honored during the holiday season and throughout the year. If you have any questions about the state ethics rules, please contact me at TGlickman@idoa.IN.gov. You may also view the complete Indiana Code of Ethics at the following Web site: <http://www.in.gov/ig/2336.htm>

Thank you for the excellent work you perform for the people of the State of Indiana. We wish you a joyous holiday season and a prosperous new year!