



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC

BUSINESS GIFTS

The University, as a public educational institution serving the community, believes that the practice of accepting gifts or gratuities by employees is not only unnecessary and undesirable, but is also contrary to the public interest. Therefore, UTD employees may not accept gifts, gratuities, or favors from any companies or individuals, agents, or employees associated in any way with companies which conduct business, or may conduct business with the University. An exception to this policy is vendor "give away" trinkets at benefits fairs and the like.