

# OSJA Holiday Guidance

## Gifts

	Not Permissible	Some Permissible Exceptions
<b>General Rule</b>	Gifts offered because of official position or from a prohibited source	Gifts given under an exception
<b>Gifts From Subordinate(s)</b>	Gifts from subordinates or Federal personnel who receive less pay unless an exception applies	<ol style="list-style-type: none"> <li>1. On an occasional basis where traditionally given, a gift can not exceed \$10</li> <li>2. Food and refreshments shared in the office</li> <li>3. Hospitality gift of the type and value customarily given on such occasion</li> </ol>
<b>Gifts From Peers or Coworkers</b>		Generally, no legal restrictions on gifts given to peers or subordinates, but use common sense.
<b>Gifts From Contractors</b>	<ol style="list-style-type: none"> <li>1. Solicited gifts</li> <li>2. Gifts not granted an exception</li> </ol>	<ol style="list-style-type: none"> <li>1. Gifts not exceeding \$20 per occasion and \$50 per calendar year</li> <li>2. Gifts based on a bona fide personal relationship</li> </ol>

**Gift Exchanges:**

Gift exchanges in which employees purchase gifts for other employees whose names they drew at random may create situations where a subordinate is purchasing a gift for a superior. Where an employee may buy a gift for a superior, a \$10 limit applies. The best practice when organizing the gift exchange is to tell participants to limit gifts to non-cash items with a value of \$10 or less.

## Parties, Open-houses, and Receptions

	Not Permissible	Some Permissible Exceptions
<b>Events Hosted by Prohibited Source</b>	Not listed under the permissible exceptions	<ol style="list-style-type: none"> <li>1. Events open to the public, all government employees or all military personnel</li> <li>2. Invitations offered to a group or class that is not related to Government employment</li> <li>3. Modest refreshments, such as soft drinks, coffee, or pastries not served as part of a meal</li> <li>4. Gifts based on a spouse's outside business or employment relationship</li> </ol>
<b>Events Hosted by Subordinate(s)</b>		Personal hospitality at the residence of a subordinate that is customarily provided on the occasion.
<b>Office Parties</b>	<ol style="list-style-type: none"> <li>1. Solicited contributions</li> <li>2. Door prizes that equate to gambling</li> <li>3. Using appropriated funds</li> <li>4. Fundraising in an official capacity</li> </ol>	<ol style="list-style-type: none"> <li>1. Voluntary contributions</li> <li>2. By your own, from your own, for your own internal fundraisers</li> </ol>

**Office Parties:**

Office Parties should generally be voluntary and contributions to the party should be voluntary.