



Per the Illinois State Officials and Employees Ethics **Act 5 ILCS 430/10-10**, State employees and those family members living in their household are prohibited from accepting or soliciting gifts of any sort from prohibited sources.

**Prohibited sources are people or entities that fit one or more of the following categories:** (1) do or seek to do State business with the recipient or State Treasurer's Office; (2) conduct activities regulated by the recipient or State Treasurer's Office; (3) have interests that may be substantially affected by the recipient's official duties; or (4) are registered or required to be registered as lobbyists.

## What is a gift?

Illinois law defines a "gift" to include:

- Cash
- Entertainment
- Food & Drink
- Discounts
- Gratuities
- Fee Waivers
- Loans
- Hospitalities
- Honoraria for speaking engagements related to your employment



**Gifts from prohibited sources *do not* violate the Gift Ban if they fall under one or more of the applicable exceptions, which include the following:**

- The gift is given under the same conditions as the general public.
- The gift is given to you by another State employee.
- Holiday, wedding, retirement, and other related gifts from co-workers are allowable.
- The gift is from a relative.
- The gift is given to you on the basis of personal friendship (this generally will not include a "business friend," in particular one whom you did not know independently of or prior to your STO position).
- Educational materials and missions.
- Food or refreshments not exceeding \$75 per day.

**For a complete list of the exceptions, please refer to Section 10-15 of the Ethics Act.**



**If you take one of these permitted steps to return a prohibited gift, make sure you carefully document what happened and disclose it to the Ethics Officer as soon as reasonably possible:**

- Return the gift.
- Donate the gift to an appropriate 501(c)(3) charity.
- Donate an amount equal to the gift's value to an appropriate 501(c)(3) charity.
- The guiding principle is that if you are offered gifts from prohibited sources or if you just aren't sure what rules apply, please seek advice from the Ethics Officer or the Office of Executive Inspector General.