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LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2012-033

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, SPHR *RND*  
Human Resources Director

**SUBJECT:** Ethics Reminder

**DATE:** November 29, 2012

With the holiday season approaching, this memo is a reminder to all OLG/DCRT employees to review the Louisiana Code of Governmental Ethics provisions pertaining to food, drinks, and gifts. Generally, a public employee may not:

- Receive anything other than his normal salary and benefits because of his position as a public employee (La. R.S. 42:1111A(1))
- Accept or solicit anything, directly or indirectly, from a company or individual that has or is seeking to obtain a business or contractual relationship with his agency, such as vendors and contractors (La. R.S. 42:1115A(1))
- Accept or solicit anything, directly or indirectly, from a company or an individual that is regulated by his agency (La. R.S. 42:1115B(1))
- Accept or solicit anything, directly or indirectly, from a company or individual that has an economic interest in the performance of the employee's public job duties (La. R.S. 42:1115B(2))

The Code of Governmental Ethics does not prohibit a public employee from accepting complimentary food and drink when the public employee is the personal guest of the giver. Therefore, if a company or an individual is providing food and drink, a representative of that company or the individual providing the food or drink must be physically present when the food or drink is consumed. Additionally, the public employee may not be given more than \$56 in food and/or drink at a single meal or event.

Other than food and drink, any other type of gift or donation is generally prohibited. A limited exception to this general rule is for promotional items that have no substantial resale value. In order to qualify, these items must be permanently imprinted with a company or organization's

name or logo and must be of very minor value (such as t-shirts, pens, hats, or cups imprinted with the logo). Items such as money, gift cards, tickets, and other gifts are strictly prohibited.

If prohibited gifts are offered to you, you must advise the giver that you cannot accept such items, in accordance with the Code of Governmental Ethics. If prohibited gifts are delivered, they must be returned.

Violations of these gift restrictions may subject you to disciplinary action, up to and including termination, and/or prosecution and fines imposed by the Board of Ethics. Your cooperation is appreciated.

Supervisors, please make this information available to your employees who may not have email access.

Should you have any questions, please contact our General Counsel and Ethics Liaison, Julia George Moore, at (225) 342-7009 or [jmoore@crt.la.gov](mailto:jmoore@crt.la.gov).

RND:ap

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