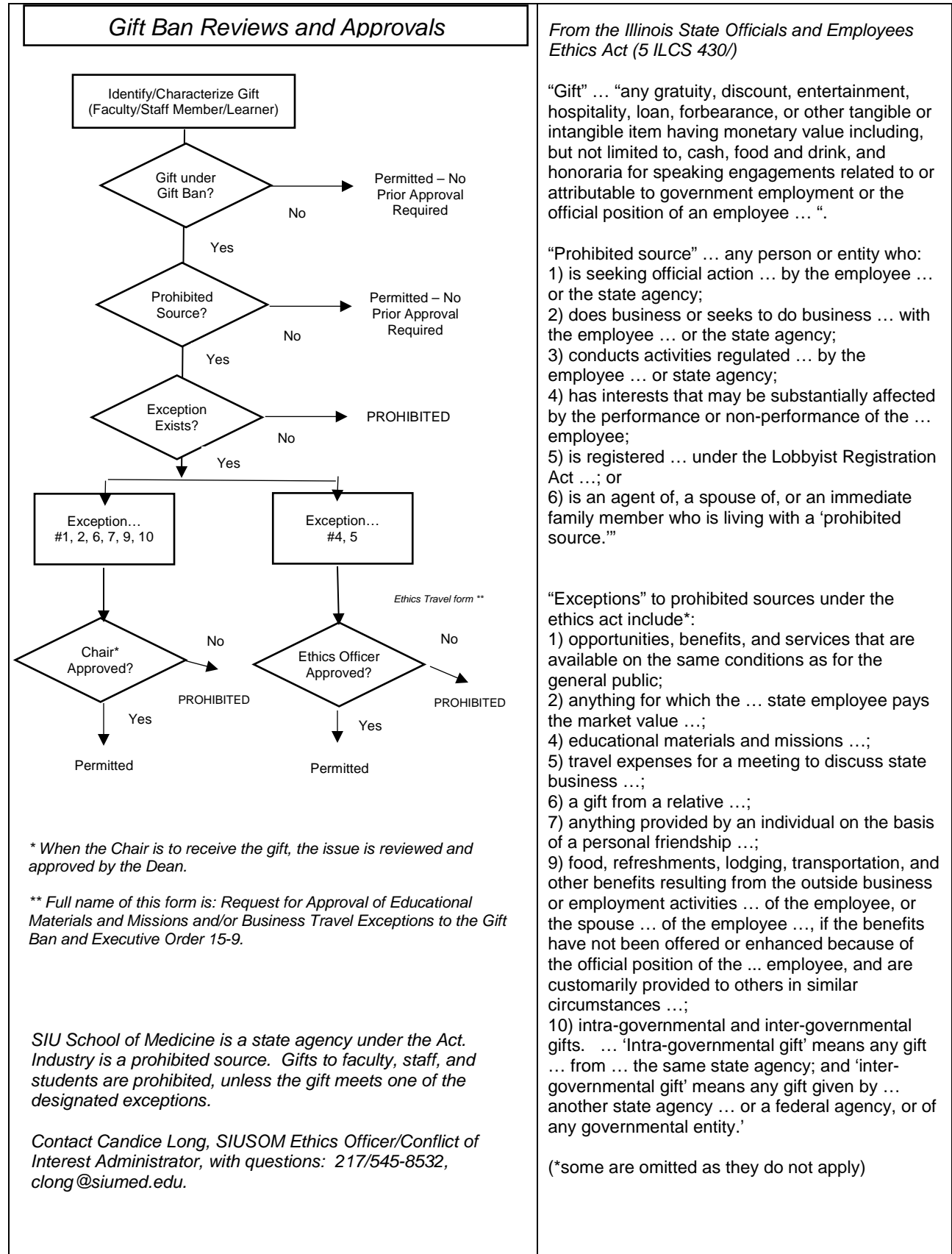


Attachment C



Attachment C (continued)

*From the Illinois Administrative Code 2/E/VI
Section 1620.700 Gift Ban*

“Educational Materials and Missions” are those materials and missions that:

- 1) have a close connection to the ... employee’s state employment or the mission of the agency or office;
- 2) predominately benefit the public and not the employee; and
- 3) are approved by the agency’s ethics officer in advance of the mission or receipt of the materials, if practicable ...”

“Travel expenses for a meeting to discuss state business” are those expenses that:

- 1) have a close connection to the ... employee’s state employment;
- 2) predominately benefit the public and not the employee;
- 3) are for travel in a style and manner in character with the conduct of state business; and
- 4) are approved by the agency’s ethics officer in advance of the travel, if practicable ... “

Attachment C (continued)

Gift Ban Reviews and Approvals – Considerations for the Department Chair/Unit Administrator

The department chair/unit administrator reviewing an offered gift from industry to the faculty, staff member, or learner should consider the following questions at a minimum when making the approval decision:

(Note: The employee and the department must complete the Ethics Travel form [*Request for Approval of Educational Materials and Missions and/or Business Travel Exceptions to the Gift Ban and Executive Order 15-9*] for any industry-sponsored travel before the travel occurs.)

1. Does the gift meet one or more of the exceptions under the State of Illinois Ethic Act's gift ban? If the gift does not meet one or more of the exceptions, the department chair/unit administrator should not approve the request. The exceptions are*:

Exception #1 opportunities, benefits, and services that are available on the same conditions as for the general public;

Exception #2 anything for which the ... state employee pays the market value ...;

Exception #4 educational materials and missions ... those that:

- have a close connection to the ... employee's state employment or the mission of the agency or office;
- predominately benefit the public and not the employee; and
- are approved by the agency's ethics officer in advance of the mission or receipt of the materials, if practicable ...”

Exception #5 travel expenses for a meeting to discuss state business ... those expenses that:

- have a close connection to the ... employee's state employment;
- predominately benefit the public and not the employee;
- are for travel in a style and manner in character with the conduct of state business; and
- are approved by the agency's ethics officer in advance of the travel, if practicable ... “

Exception #6 a gift from a relative ...;

Exception #7 anything provided by an individual on the basis of a personal friendship ...;

Exception #9 food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities ... of the employee, or the spouse ... of the employee ..., if the benefits have not been offered or enhanced because of the official position of the ... employee, and are customarily provided to others in similar circumstances ...;

Exception #10 intra-governmental and inter-governmental gifts. ... 'Intra-governmental gift' means any gift ... from ... the same state agency; and 'inter-governmental gift' means any gift given by ... another state agency ... or a federal agency, or of any governmental entity.'

(*some are omitted as they do not apply)

2. Does the gift represent a conflict of interest for the faculty/staff member, department/unit, or medical school? According to the SIUSOM Conflict of Interest/Commitment policy, a conflict of interest occurs when the faculty or staff member is in a position to advance their own economic or reputational interests, or that of the employee's family members, to SIUSOM's detriment. If a real or potential conflict of interest exists, the department chair/unit administrator should not approve the request.
3. Is accepting the gift in the best interests of the SIU School of Medicine and the department/unit? If not, the department chair/unit administrator should not approve the request.
4. Consider any other relevant issues pertinent to the department/unit.

Contact Candice Long, SIUSOM Ethics Officer/Conflict of Interest Administrator, with questions: 217/545-8532. clong@siumed.edu.

