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Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): None	Guideline(s): Dept. Conflict of Interest Policy	

Guidelines for Division employees to avoid a potential conflict of interest:

1. State employees are prohibited from receiving material expressions of appreciation.
2. If the offer is made by a **provider agency** to pay for your meal, it is best to thank them, but insist on paying for your own meal. This does not preclude accepting an invitation from an individual to have a meal at their place of residence.
3. If you are involved in a business lunch, you may request reimbursement with Director approval.
4. These cautions do not apply to formal awards publicly presented by groups or associations, to banquets, open houses or other events organized for general socializing or ceremonial purposes.
5. In order to avoid other conflicts of interest, please consult the Department of Human Services Conflict of Interest Policy.