

# Department of Public Works and Engineering

Subject: <b>GIFTS</b>	Departmental Policy <b>1-4</b>
	Effective Date:

**I. Purpose**

To align the Department of Public Works and Engineering with State of Texas law and City of Houston policy with respect to acceptance of gifts by City employees.

**II. Scope**

This policy applies to all Department of Public Works and Engineering personnel and supersedes any other former Departmental policy, procedure or directive.

**III. Policy**

In compliance with **City of Houston Policy 1-28, Administrative Procedures Regarding Gifts**, the Department of Public Works and Engineering will adhere to stated guidelines and procedures as outlined in the Mayor's policy. **Please see attached.**

**IV. Compliance**

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

Approved: 	Date Approved: <b>9-13-95</b>	Page 1 of 1
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