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| **GIFTS FROM OUTSIDE SOURCES ANALYSIS (5 CFR part 2635, Subpart B)** |

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| **Exclusions (not a gift)** | **1. Modest food items****2. Presentation items of little intrinsic value****3. Loans from financial institutions on terms generally available to the public****4. Opportunities/benefits****5. Rewards/prizes**  | **6. Pensions/other benefits** **7. Paid for by the Government****8. Free attendance provided by event sponsor****9. Statutory authority****10. Market value paid**  |

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| **PROHIBITIONS** |

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| **Standards of Conduct****(all exceptions available)**An employee may not accept a gift: 1. from a prohibited source; or2. given because of official position. | **Ethics Pledge****(use only highlighted exceptions)**An employee may not accept a gift from a registered lobbyist (does not include 501(c)(3) or media organizations unless the organization employee offering the gift is a registered lobbyist).  |

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| **Exceptions** | **a) $20 or less****b) Personal Relationship****c) Discounts/Similar Benefits****d) Awards & Honorary Degrees****e) Outside Business/Employment****f) Political Activities****g) Widely Attended Gatherings** | **h) Social Invitations****i) Foreign Areas****j) President/Vice-President****k) Supplemental Regulation****l) Statutory Authority****m) Informational materials** |

*This is a summary and should not be considered legal advice. When giving advice, always consult the complete text of the laws, rules, and opinions that apply to the situation.*