

Dear CPS Vendors:

As you can see below, all CPS employees are being reminded of the Code of Ethics and policies related to gifts and vendor-sponsored parties, so I wanted to take this opportunity to remind you of the same.

Please keep in mind that Procurement & Contracts has a strict zero tolerance (meaning \$0.00) gift policy from vendors for employees in our Department. Furthermore, although certain gifts are permitted (as outlined below) for employees in other departments and schools at CPS, we strongly recommend not providing any gifts or parties to CPS employees at all. Instead, the best way that you can benefit CPS is by continuing to provide quality goods and services, but at reduced prices.

Thank you for all of your efforts in this regard.

Sebastien de Longeaux  
Chief Procurement Officer

----- Forwarded message -----

Date: Wed, Dec 12, 2012 at 1:56 PM

Subject: FROM ALICIA WINCKLER: Celebrating the Holidays Ethically

Dear CPS Employees:

As the holidays approach, we want to remind you to conduct gift-giving and celebrations in accordance with our Code of Ethics (<http://policy.cps.k12.il.us/documents/503.1.pdf>). Please carefully review the summary below, and contact Andra Gomberg, the Ethics Advisor, at [773-553-1312](tel:773-553-1312) or via email at [agomberg@cps.k12.il.us](mailto:agomberg@cps.k12.il.us) with any questions.

## **GIFTS**

CPS officials and employees, and spouses, domestic partners and members of households of CPS employees cannot:

- Solicit or accept any anonymous gift
- Solicit or accept during a calendar year any gift with a value of \$50 or more, or two or more gifts with a cumulative value of \$100 or more, from anyone doing business with the Board, from anyone with the potential to do business with the Board or from anyone who has a direct or indirect economic interest with the Board
- Give a supervisor a gift with a value of \$50 or more
- Accept a gift from a subordinate with a value of \$50 or more
- Use Board funds to purchase a gift
- Any gifts received in violation of the Code of Ethics must be promptly reported to the Ethics Advisor and either returned to the gift-giver or turned over to the Chief Financial Officer. Gifts turned over to the Chief Financial Officer become property of the Board.

## **VENDOR-SPONSORED HOLIDAY PARTIES AND EVENTS**

CPS officials and employees, and spouses, domestic partners and members of households of CPS officials and employees cannot solicit or accept vendor sponsorship of any CPS holiday party or event.

Employees may attend vendor holiday parties as long as the value does not exceed \$50 per event or \$100 from one vendor during the calendar year AND if there is no expectation or understanding that this attendance will influence any CPS decision.

## **PLEASE NOTE**

Please be aware that violations of the Code of Ethics can result in disciplinary action up to and including dismissal and criminal prosecution.

Always be mindful of your own reputation and that of CPS. Keep our mission of serving children in mind as you celebrate the holidays.

Regards,  
Alicia Winckler  
Chief Talent Officer