

EDUCATIONAL VENDORS

To: Faculty and Staff

From: Delgado Office of Safety and Risk Management

As Delgado does business with numerous educational vendors, please be reminded that as a state institution, all Delgado employees are bound by the [Louisiana Code of Governmental Ethics](#). Accordingly, all faculty and staff are required to participate in the state-wide online training course intended to inform faculty and staff of how they are impacted by this legislation.

Please be reminded that except for promotional items with no substantial resale value, faculty and staff generally cannot accept any gift of “economic value” from an educational vendor. However, the following provisions do apply in the following circumstances:

1) Regarding donations of equipment or movable property to the division, department or the College –

Such donations must be handled in accordance with the College’s [Donations of Movable Property policy](#), which ensures that equipment donations are processed in accordance with state property control regulations, the assignment of donated property to individual departments is documented, and acceptance of usable equipment is acknowledged.

2) Regarding vendor-sponsored professional development opportunities –

In accordance with Louisiana Board of Ethics regulations, any employee who accepts complimentary admission, lodging, or transportation, or reimbursement for such expenses from an external entity, including a vendor or potential vendor, must obtain approval from the Chancellor in advance of accepting the travel benefits. The employee must also obtain certification from the Chancellor that acceptance of such benefits is either of direct benefit to the College or will enhance the knowledge or skills of the employee as it relates to the performance of his or her job duties.

To obtain certification, the employee must follow *all* relevant procedures outlined in the [Delgado Travel Procedures](#). The employee must first complete and submit the [Authorization for Special Circumstances Form \(Form 1380/004\)](#). The justification for the travel and how it will be a direct benefit to the College and/or employee’s job must be clearly stated by the employee on the form *prior to obtaining the required approvals*. If approved, the employee is also required to file the Louisiana Board of Ethics [Complimentary Admission, Lodging, and/or Transportation Disclosure Statement \(Form 413F\)](#) with the Board of Ethics within the required timeline.

3) Regarding food or drink donated by a vendor for meetings with or involving faculty and/or staff –

On occasion, educational vendors offer to provide food and drink for meetings with or involving faculty and/or staff. Any such requests ***must be approved by the division dean or department head, and the vendor must be present for the consumption of the food or drink, which must be valued at a reasonable amount.***

Please understand the serious potential for faculty and staff to commit ethics violations by receiving gifts from educational vendors. When in doubt, please contact Scott St. Pierre, Safety, Risk and Compliance Manager, at sttpie@dcc.edu to address any specific situations. Also, if any faculty or staff member would like additional information, please repeat the required training at <https://eap.ethics.la.gov/EthicsTraining/login.aspx>.

Thank you for your assistance in ensuring compliance with state Ethics rules and regulations.