



MEMO

Date November 9, 2009

From Arthur E. Brown, Jr., Vice President

Department Human Resource Management and Labor Relations

To The FIT Community

cc Dr. Joyce F. Brown, President

Subject College Policies on Holiday Parties, Alcohol and Gifts from Vendors

The holiday season is upon us. Please note the following are the College's policies concerning holiday parties, alcohol and gifts from vendors:

Parties

- College funds cannot be used for department or divisional parties or “year end” department or divisional meetings held in lieu of a seasonal party.
- Official holiday parties remain college functions regardless of where they are held. All FIT employment policies regarding behavior (i.e., harassment or discrimination) continue to pertain.
- All parties on College premises must end by 7:00 p.m. At that time, employees may return to their office or work stations only to return to work or to gather their personal belongings before leaving the premises.

Alcohol

- Alcohol is prohibited on campus unless all of the following conditions are met:
 1. Its use is authorized in writing by the President. Please submit requests in writing to the Executive Assistant to the President at least three working days prior to the event.
 2. It is not purchased with FIT funds.
 3. It is served only by someone who is not a FIT employee, such as an ARAMARK employee.
- Students may not be present at any event at which alcohol is available.

Gifts from Vendors

- College employees involved in the purchase of goods or services and/or vendor selection should refrain from transactions which may be deemed a conflict of interest. Employees should not accept or solicit gifts, favors, services or any item of significant value from College vendors including sub-contractors. Promotional items, such as pens, notepads, calendars, coffee mugs or other items of minor value which vendors typically distribute to customers may be accepted.

Thank you for your cooperation and best wishes for a happy and healthy holiday season.