

June 26, 2015

City of Spring Hill, Tennessee
Ms. Amy Wurth
Alderman
199 Town Center Parkway
Spring Hill, Tennessee 37174

VIA ELECTRONIC MAIL

Dear Ms. Wurth:

Responsive to your request, please find enclosed gift acceptance policies for the following cities:

Bristol
Brentwood
Columbia

Franklin
Germantown
Kingsport

Knoxville
Mt. Juliet

Each of these code provisions are contained within their respective ethics codes.

Spring Hill has adopted the MTAS model ethics code provision regarding the acceptance of gifts which reads as follows:

1-605. Acceptance of gratuities, etc.

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality:

- (1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
- (2) That might reasonably be interpreted as an attempt to influence his discretion, or reward him for past exercise of discretion, in executing municipal business.

Spring Hill has also adopted a gift acceptance policy in its personnel policies. Please be advised that it is not a common practice for a gift acceptance policy to be contained both within an ethics policy and a personnel policy as is the case in Spring Hill.

Also enclosed for your information is Bristol's Administrative Policy F-100, Gift Acceptance Policy, which is administratively promulgated and supplements the ethics code provision adopted by the city council; as well as Executive Order No. 20 concerning the ethics policy for members of the State of Tennessee executive branch.

A copy of this material is being sent to City Administrator Lay for his information as well.

Ms. Amy Wurth
June 26, 2015
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Please let me know if you have any questions or require any additional assistance on this matter.

Very truly yours,

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Jeffrey J. Broughton
Municipal Management Consultant

Cc: Victor Lay

Gift Acceptance Policies – Ethics Codes

Brentwood

Sec. 2-230. - Acceptance of gifts, gratuities, etc.

(a) An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the city:

(1) For the performance of an act, or refraining from performance of an act, that the individual would be expected to perform, or refrain from performing, in the regular course of the individual's duties; or

(2) That might reasonably be interpreted as an attempt to influence the individual's action, or reward the individual for past action, in executing municipal business.

(b) Unless impartiality and independent judgment of an official or employee would be compromised, this section shall not apply to meals provided to officials or employees or gifts of food, candy or other consumable items.

Bristol

Sec. 2-54. - Acceptance of gratuities, etc.

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the city:

(1) For the performance of an act, or refraining from performance of an act, that he or she would be expected to perform, or refrain from performing, in the regular course of his or her duties; or

(2) That might reasonably be interpreted as an attempt to influence his action, or reward him or her for past action, in executing municipal business.

(3) Notwithstanding anything in this section to the contrary, gifts, gratuities, services or favors which are allowed under the city's gift acceptance policy, or which are allowed under a similar a gift policy adopted by a municipal board, are not prohibited by this section.

Columbia

1-305. Acceptance of gratuities, etc. An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality:

(1) For the performance or an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

(2) That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business.

Franklin

Sec. 1-805. - Acceptance of gifts, gratuities, honoraria, etc.; exceptions; reporting.

(1) Except as provided in this section, no officials or employees, either for themselves or for their immediate family, or for any other person, may knowingly solicit, receive benefit from, accept or agree to accept any gratuity, gift, honoraria, loan, favor, promise or anything of value for themselves, any other person or any member of the immediate family of such official. In addition, it shall also be a violation of this ethics code for any gift as defined in this chapter to be received by any such person as specified in this section if:

(a) It tends to influence the official or employee in the discharge of official duties or gives a reasonable basis for the impression of improper influence over the discharge of official duties; or

(b) The official or employee has financial interest which may be substantially and materially affected, by performance or nonperformance of official duties.

(2) The gifts, gratuities, honoraria and other things listed in the Tennessee Ethics Commission Act (specifically but not exclusively T.C.A. § 3-6-305(b)) shall not be prohibited.

(3) If an official attends an event and accepts a prohibited gift or honorarium, then the giver who knows or has reason to know that it has been provided in violation of this chapter, then, within seven days following the event, the giver shall electronically report the following information to the ethics commission:

(a) Name of the official or family member;

(b) Nature and purpose of the event;

(c) Name, address and business of the person or entity that provided the gift;

(d) Description of the gift; and

(e) Cost of the gift; however, if the cost of the gift is unknown and not reasonably discernible by the giver, then the giver shall report a good faith estimate of the cost of the gift.

Germantown

Sec. 2-76. - Standards of conduct.

No city officer shall knowingly:

(10) Accept any gift having a value of more than \$25.00 from a person or entity presently doing business with the city or seeking approvals from the city or a person or entity as to whom or which it might reasonably be anticipated would do business with the city or seek approvals from the city in the future, unless the recipient files, within ten (10) days of receipt of the gift, a written statement with the city clerk/recorder identifying the gift and the donor; provided, however, on occasion, citizens make gifts to groups of officials in gratitude for service. Such gifts are not deemed to be of the nature that would impact or appear to impact discretion, as governed by T.C.A. § 8-17-102, and may be accepted by such groups of officials so long as they are collectively shared. The receipt of any such gift shall be reported to the city administrator,

who shall file, within ten days of receipt of any such gift, a written statement with the city/clerk recorder identifying the gift and the donor.

Kingsport

Sec. 2-657. - Acceptance of gifts and gratuities—Prohibition.

(a) An official or employee may not solicit or accept, directly or indirectly, on behalf of themselves or any member of their household, any money, gift, gratuity, service, transportation, loan, loan guarantee or other consideration or favor of any kind from any person, other than the city:

- (1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties;
- (2) Who has, or is seeking, to obtain, contractual or other business or financial relations with any department of the city or conducts operations or activities that are regulated by the department of the city where the employee is employed or the official has authority to act;
- (3) Who has interests that may be substantially affected by the performance or nonperformance of the official duties of the official or employee;
- (4) Who has some mutual understanding that the gift will influence the official's or employee's decisions on behalf of the city; or
- (5) That might reasonably be interpreted as an attempt to influence the action of the official or employee or reward such official or employee for past action in executing city business.

(b) Notwithstanding anything in subsection (a) of this section to the contrary, gifts, gratuities, services or favors, which are allowed in section 2-658 are not prohibited by this section.

Sec. 2-658. - Same—Permitted services, offerings.

The following are not deemed gifts subject to the prohibitions set forth in section 2-657:

- (1) A personal gift from a relative or friend, if such gift is unrelated to city matters;
- (2) An item of tangible personal property with an estimated retail value of less than \$50.00 from any one person or entity at any one occurrence, provided it is not solicited by the official or employee and is of limited frequency; employees who are supervisors or acting in such capacity are not permitted to accept cash gifts in any amount when such is related to or as a consequence of such employee's employment with the city or other entity covered by this chapter;
- (3) A foodstuff gift, plant or flower arrangement which can be shared by everyone in a work area;
- (4) A discount for meals or services that is offered to employees as a marketing strategy by business to encourage trade from a large employee base, provided the discount is not solicited by the employee and is of limited frequency;
- (5) A business meal of a type and kind ordinarily associated with normal business activity;

- (6) Food, refreshments, sports activity or transportation when they are part of an official's or employee's participation in a charitable, civic, political or community event that bears a relationship to the official's or employee's office and the official or employee is attending in an official capacity;
- (7) A promotional, business logo gift item with an estimated retail value of less than \$50.00 that is given for the primary purpose of advertising the business eatery or industry providing the logo gift item; or multiple promotional business logo gift items with a combined estimated retail value of less than \$50.00 during a calendar year;
- (8) A door prize that is randomly won or received and where the opportunity to win/receive the gift is random and with low statistical likelihood, and when the employee is eligible for the prize as a consequence of his employment with the city or other entity covered by this chapter; provided, however, that a door prize with an estimated retail value in excess of \$50.00 that is won as a consequence of employment with the city or other entity covered by this chapter may be accepted provided a gift declaration form is completed and submitted to the city manager within five business days of receipt of the gift; and provided, further, that the final disposition of the door prize (i.e., to be retained by the employee, assigned to city use, or disposed/refused) shall be made by the city manager;
- (9) Receipt of entertainment or athletic tickets or entry to a private or sports/athletic suite, tickets to banquets, luncheons, receptions, local area golf tournaments and such for nonbusiness related purpose; and
- (10) A gift or thing of value provided by the city to an employee in the course of the employer-employee relationship.

Knoxville

Sec. 1-17. - Code of ethics.

(e) *Acceptance of money, gifts and gratuities.* A city official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the city:

- (1) For the performance of an act, or refraining from performance of an act that he or she would be expected to perform, or refrain from performing, in the regular course of his or her duties; or
- (2) That might reasonably be interpreted as an attempt to influence his or her action, or reward him or her for past action, in executing city business; provided, however, that a gift or gratuity that is not cash or a cash equivalent (such as a check or gift card), and which has a value of twenty-five dollars (\$25.00) or less, shall not be interpreted as an attempt to influence the action of a city official or employee.
- (3) The senior director of any department may direct that no employee in his or her department may accept a gift or gratuity, even though it may have a value of twenty-five dollars (\$25.00) or less.

Mt. Juliet

Sec. 2-348. - Acceptance of gratuities, consideration or favors.

(a) No official or employee may knowingly solicit, receive benefit from, accept or agree to accept any gratuity, gift, honoraria, loan, favor, promise, or anything of value, either directly or indirectly:

(1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

(2) That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business.

(b) Notwithstanding any other provision of this article, employees and officials may accept meals, gifts, promotional items or mementos that are unsolicited and of a de minimis value or are otherwise authorized by state law. For the purposes of this section, the term "de minimis value" means deemed to be a value, on a per occurrence or per event basis, of \$25.00 or less.

Administrative Policy and Procedure Manual

City of Bristol, Tennessee

Subject	Number
Gift Acceptance Policy	F-100

Effective Date	Revision	Page	of
November 14, 2005	0	1	4

1.0 POLICY STATEMENT: It is the policy of the city that no employee shall accept any gift, gratuity, service, or favor (collectively "*gift*") offered that would lead toward favoritism, tend to influence the employee in the discharge of his or her duties, or give the appearance of favoritism or impropriety to a disinterested third party of ordinary sensibilities. Except as noted below, employees are required to refuse any gift or favor that may reasonably be interpreted to be offered to influence a municipal decision or act. In no instance shall a gratuity of any monetary amount (currency or legal tender) or an intoxicating beverage of a size intended for personal consumption for home use be accepted.

Notwithstanding the foregoing, it is recognized that certain items of value and benefit are derived by employees in any vocation as a natural consequence of the work environment, and certain gifts do not rise to the level that it may be reasonably interpreted to influence a municipal decision or action. However, it is equally the policy of the City that items of value and benefit that are deemed not to be gifts and are allowed to be accepted by an employee be received with transparency and the full awareness of senior management. To that end, the following are not deemed gifts subject to this policy:

- (1) A personal gift from a relative or friend;
- (2) An item of tangible personal property with an estimated retail value of less than \$20.00;
- (3) A foodstuff gift to be shared in the office work area with other employees that can be consumed in a day such as a cold-cut platter or a box of chocolates or nuts, irrespective of whether the foodstuff is in fact consumed in a day; or a flower arrangement or plant to be placed in an office for the enjoyment of all such as a Poinsettia during the winter holiday season;

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- (4) A discount for meals or services that is offered to employees as a marketing strategy by the business to encourage trade from a large employee base, provided the discount is not solicited by the employee and is of limited frequency;
- (5) A business meal of a type and kind ordinarily associated with normal business activity;
- (6) A promotional, business logo gift item with an estimated retail value of less than \$50.00 that is given for the primary purpose of advertising the business entity or industry providing the logo gift item; or multiple promotional business logo gift items with a combined estimated retail value of less than \$50.00 during a calendar year;
- (7) A door prize that is randomly won or received and where the opportunity to win/receive the gift is random and with low statistical likelihood, and when the employee is eligible for the prize as a consequence of his employment with the city; provided however, that a door prize with an estimated retail value in excess of \$50.00 that is won as a consequence of employment with the city may be accepted provided a Gift Declaration Form (01-01-02) is completed and submitted through the Department Director to the Office of the City Manager within two business days of receipt of the gift; and provided further that the final disposition of the door prize (i.e., be retained by the employee, assigned to city use, or disposed in auction or by other means) shall be made by the City Manager;
- (8) Entry to a private entertainment or sports/athletic suite for non-business related purposes provided a Gift Declaration Form (01-01-02) is completed and submitted through the Department Director to the Office of the City Manager within two business days of receipt of the gift; and
- (9) A gift or thing of value provided by the City to an employee in the course of the employer-employee relationship. This can include a gift or thing of value provided by a business entity to the City that is accepted by the City on behalf of the employees for distribution to the employees.

A summarization of this policy follows:

	Item of Benefit / Value	\$ Value	Permitted	Comments
1	Gratuity, Tip	-	NO	No cash
2	Bottle of Intoxicating Beverage	-	NO	For personal consumption for home use
3	Personal Gift from Relative or Friend	-	YES	No restriction
4	Foodstuff to be shared in the Work Place	-	YES	No restriction
5	Plant to be shared in Office	-	YES	No restriction
6	Business Meal	-	YES	Ordinary and customary
7	Discount for meals or services	-	YES	Must not ask for discount, limited frequency
8	Non-logo Item for Personal Use	Up to \$ 20	YES	<i>Example:</i> Biscuit Gift Basket
		Over \$ 20	NO	<i>Example:</i> Leather Jacket, Race Tickets received directly by employee and not through the City as authorized in Item 12
9	Logo Item for Personal Use (promotional in nature)	Up to \$ 50	YES	Up to \$50 for one item or a total of \$50 for multiple items during a calendar year <i>Example:</i> BMS hat, Rhythm & Roots T-Shirt
		Over \$ 50	NO	<i>Example:</i> NASCAR Leather Jacket
10	Door Prize	-	YES	Item over \$50 won as a consequence of city employment must be reported and approved
11	Entry to Sports/Entertainment Athletic Suite for Non-Business Purposes	-	YES	Item must be reported
12	Any Item provided by the City	-	YES	May include item provided by a private business entity that is accepted by the City for distribution to employees <i>Example:</i> BMS Event Tickets; Viking Hall Event Tickets

2.0 PROCEDURES: A gift prohibited by this policy should be declined if personally delivered by the gifter or it should be returned to the sender advising of this gift acceptance prohibition if otherwise received. A gift that is not easily returned to the giver, such as a food product shipped from a catalog or internet vendor, may be donated to a local charitable agency or organization in the name of the gifter. A letter should be sent to the gifter advising of the donation in their name, and advising of the gift prohibition policy.

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F-100	O	4	4

- 2.1 A copy of all letters sent to gifters shall be copied to the city manager for information.
 - 2.2 Questions regarding the acceptability of a certain gift should be directed to the city manager for clarification.
 - 2.3 Any item of value or benefit that is received, irrespective of this policy, should be declined if an employee is uncomfortable in receiving the item of value or benefit for any reason.
 - 2.4 All Department Directors are authorized to temporarily tighten the provisions herein either on an individual, work group or departmental-wide basis when misuse, abuse or other factors warrant further restriction as deemed in the best interest of the city. When such action is taken, the City Manager shall be immediately advised of the action.
- 3.0 RESPONSIBILITY:** All employees are responsible for complying with this policy. All Department Directors are responsible for monitoring this policy within their department and for recommending changes and/or instituting a temporary tightening of the policy within their department as deemed in the best interest of the city. The City Manager shall be responsible for determining the final disposition of door prizes received by an employee with an estimated retail value in excess of \$50.00.

APPROVED:

Jeffrey J. Broughton
City Manager

City of Bristol, Tennessee
Employee Gift Declaration

This form should be used to declare the acceptance of either : (1) a door prize with an estimated retail value in excess of \$50 won as a consequence of your city employment, or (2) entry to a private sport/entertainment venue suite for non-business purposes. The final disposition of a door prize with an estimated retail value in excess of \$50 shall be made by the City Manager.

Acceptance of the gift should be submitted through your Department Director to the Office of the City Manager within two (2) business days following receipt of the gift.

Employee Name _____

Department _____ Work Phone _____

Door Prize: _____ Estimated Retail Value: \$ _____
Event: _____ Date _____

OR

Suite Use: _____
Event: _____ Date _____

Reviewed by Department Director

Disposition of Door Prize

- Retain by Employee City Use or Auction

City Manager



STATE OF TENNESSEE
EXECUTIVE ORDER
BY THE GOVERNOR

No. 20

**AN ORDER CONCERNING ETHICS POLICY AND DISCLOSURES BY
THE EXECUTIVE BRANCH**

WHEREAS, it is readily apparent that establishing, communicating, complying with, and enforcing a comprehensive ethics policy within the Executive Branch of the State of Tennessee is essential to maintaining public trust in government and ensuring the proper performance of government; and

WHEREAS, disclosure is an indispensable element of an effective ethics policy; and

WHEREAS, this Administration is committed to simplifying and streamlining government processes, systems, and policies to a point understandable by Tennessee citizens; and

WHEREAS, on the 3rd day of February, 2003 Governor Bredesen promulgated Executive Order No. 3 and on the 15th day of January, 2011 this Administration promulgated Executive Order No. 1; it is my intent to consolidate those Executive Orders and promulgate this superseding Executive Order No. 20 to govern the ethics requirements of employees of the Executive Branch.

NOW THEREFORE, I, Bill Haslam, Governor of the State of Tennessee, by virtue of the power and authority vested in me by the Tennessee Constitution and the laws of Tennessee, do hereby direct and order that:

1. Except where otherwise noted, this Order applies to the following employees of the Executive Branch of the State of Tennessee: the Governor, members of the Governor's staff, members of the Governor's Cabinet, and all other Executive Branch employees.
2. Each employee shall avoid any action, whether or not specifically prohibited by statute, regulation, or this Order, which might result in or create the appearance of:
 - a. Using public office for private gain;
 - b. Giving preferential treatment to any person;
 - c. Impeding government efficiency or economy;
 - d. Losing complete independence or impartiality;

- e. Making a government decision outside of official channels; or
 - f. Affecting adversely the confidence of the public in the integrity of the government.
3. Each employee is expected to comply with the following ethical principles and policies governing financial interest, use of information, and use of government property:
- a. Financial interests.
 - i. No employee shall enter into or derive any benefit, directly or indirectly, from any contractual arrangement with the State or any of its agencies. In recognition of the fact that many husbands and wives have separate careers, the normal employment compensation of a spouse whose regular, ongoing employer or business has a contractual arrangement with the State shall not be considered a “benefit” to the employee, provided the contract with the State was procured without any participation, assistance or influence by the employee.
 - ii. No employee shall have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with his or her government duties or responsibilities. “Indirect financial interest” in this case includes a substantial interest on the part of a parent, spouse, or minor child of the employee. This subsection shall not apply to interests that have been placed into a “blind trust” arrangement pursuant to which the employee does not have knowledge of the retention or disposition of such interests. This subsection also shall not apply to ownership of publicly traded stocks or bonds where such ownership constitutes less than two percent (2%) of the total outstanding amount of the stocks or bonds of the issuing entity. If, at the time the employee begins employment with the State or at any subsequent time during State employment, the employee possesses such direct or indirect financial interests, the employee shall divest such interest within a reasonable time.
 - b. Use of Information.
 - i. No employee shall directly or indirectly use, disclose or allow the use of official information which was obtained through or in connection with the employee’s government employment and which has not been made available to the general public for the purpose of furthering the private interest of personal profit of any person, including the employee; or
 - ii. Engage in a financial transaction as a result of, or primarily relying upon, information obtained through the employee’s government employment.
 - c. Use of government property.
 - i. No employee shall make use of the facilities, equipment, personnel, or supplies of the State or its agencies for private use or gain, except to the extent that the use is incidental or de minimis or is lawfully available to the general public.

4. Gifts.

- a. No Executive Branch employee shall solicit or accept, directly or indirectly, on behalf of himself or herself or any member of the employee's household, any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that: (i) has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of the State of Tennessee in which the individual is employed; (ii) conducts operations or activities that are regulated by the department or agency of the State of Tennessee in which the employee is employed; or (iii) has interests that may be substantially affected by the performance or nonperformance of the employee's official duties.
- b. Exceptions. The prohibition on accepting gifts in paragraph 4 does not apply in the following circumstances:
 - i. A gift given by a member of the employee's immediate family or by an individual if the gift is given for a nonbusiness purpose and is motivated by a close personal friendship and not by the position of the employee. In determining whether a gift falls within this subsection, the factors contained in Tenn. Code Ann. §3-6-114(b)(3)(A) and (B) shall apply;
 - ii. Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication;
 - iii. Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business;
 - iv. Unsolicited tokens or awards of appreciation, honorary degrees, or bona fide awards in recognition of public service in the form of a plaque, trophy, desk item, wall memento, and similar items; provided that any such item shall not be in a form which can be readily converted to cash;
 - v. Food, refreshments, foodstuffs, entertainment, or beverages provided as part of a meal or other event, if the value of such items does not exceed fifty dollars (\$50.00) per occasion; provided further, that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons or entities identified in paragraph 4;
 - vi. Food, refreshments, meals, foodstuffs, entertainment, beverages or interstate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which regular meetings; and
 - vii. Loans from an established financial institution made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in paragraph 4.
- c. There may be circumstances where refusal or reimbursement of a gift such as a lunch or dinner may be awkward and contrary to the larger interests of the State. In such

circumstances, the employee is to use the employee's best judgment and disclose the gift, including a description, estimated value, the person or entity providing the gift, and any explanation necessary within fourteen (14) days to the Chief Ethics Officer on the form titled "Gift Prohibition Exception Disclosure" provided by the Department of Finance and Administration for that purpose.

5. Disclosures.

- a. The Commissioner of Finance and Administration shall prepare forms that should be utilized to report the information described in this Order and shall make those forms available to each individual on or before January 1 of each year. Such forms and statements can be located on the Commissioner of Finance and Administration's website and shall be completed and filed by the respective employees as follows:

- i. Governor's Cabinet and Cabinet Level Staff.

1. Pursuant to Tenn. Code Ann. § 2-10-115 and § 8-50-501 and -502 the Governor's Cabinet and Cabinet level staff shall file annually the "Statement of Disclosure of Interest Form" with the Tennessee Ethics Commission and the Counsel to the Governor on or before April 15th of each year.

- a. The disclosure shall exceed the statutory requirements of Tenn. Code Ann. §§8-50-501 and -502 in one respect. Subsequent to appointment, each covered employee shall file annually the complete form required upon appointment (as set forth in Tenn. Code Ann. §§8-50-501), and may not file a letter simply indicating any, or no, changes from the initial filing as is currently authorized by Tenn. Code Ann. §8-50-504.

2. The Governor's Cabinet and Cabinet level staff shall file annually the "Ethics Policy Compliance Certification and Conflict of Interest Statement" with the Chief Ethics Officer on or before April 15th of each year.

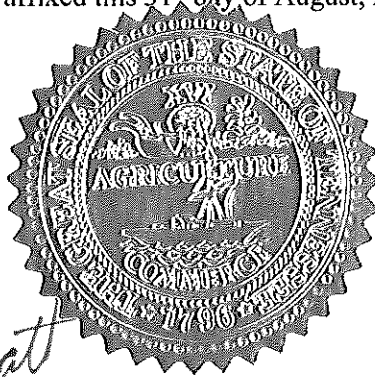
- ii. All other employees listed on Attachment A of this Order.

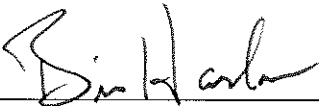
1. All other employees listed on Attachment A of this Order shall file annually the "Statement of Disclosure of Interest Form" and the "Conflict of Interest and Ethics Policy Receipt Statement" with the Chief Ethics Officer on or before April 15th of each year.

6. I appoint the Counsel to the Governor to serve as the Chief Ethics Officer for the Executive Branch charged with administering the provisions of this Order and maintaining all records related to the ethics policy.
7. The Chief Ethics Officer shall convene a meeting of the Chief of Staff, the Commissioner of Finance and Administration, and the Commissioner of Human Resources to take any action necessary or convenient to determine or enforce the ethics policy and address any request for exemptions.

8. When an employee is in doubt as to the proper interpretation of this order, the employee is expected to seek the advice of the Chief Ethics Officer.
9. The Chief Ethics Officer shall make the disclosures and statements required by this Order available for inspection by the public during normal working hours.
10. This Executive Order is intended only to improve the internal management of the Executive Branch of the State of Tennessee and does not create any right to administrative or judicial review, or any other right or benefit, substantive or procedural, enforceable at law or equity by a party against the State of Tennessee, its agencies or instrumentalities, its officers or employees, or any other person.
11. Executive Order No. 20 supersedes and rescinds Governor Bredesen's Executive Order No. 3 dated February 3, 2003 and this administration's Executive Order No. 1 dated January 15, 2011, and all other directives and memoranda concerning ethics policies applicable to the Executive Branch.

IN WITNESS WHEREOF, I have subscribed my signature and caused the Great Seal of the State of Tennessee to be affixed this 31st day of August, 2012.




GOVERNOR

ATTEST:


SECRETARY OF STATE

REGISTRATION
2012 AUG 31 PM 1:09
OFFICE OF
SECRETARY OF STATE

**ATTACHMENT A TO EXECUTIVE ORDER 20
POSITIONS COVERED**

Office of the Governor

Governor
Deputy to the Governor
Chief of Staff
Counsel to the Governor
Special Assistant to the Governor
Deputy Counsel to the Governor
Director for Legislation
Communications Director
Director of Policy and Research

Department of Agriculture

Commissioner
All deputy commissioners
All assistant commissioners

Department of Children's Services

Commissioner
All deputy commissioners
All assistant commissioners

Department of Commerce and Insurance

Commissioner
All deputy commissioners
All assistant commissioners

Department of Correction

Commissioner
All deputy commissioners
All assistant commissioners

Department of Economic and Community Development

Commissioner
All deputy commissioners
All assistant commissioners

Department of Education

Commissioner
All deputy commissioners
All assistant commissioners

Department of Environment and Conservation

Commissioner
All deputy commissioners
All assistant commissioners

Department of Finance and Administration

Commissioner

All deputy commissioners
All assistant commissioners

Department of Financial Institutions

Commissioner
All deputy commissioners
All assistant commissioners

Department of General Services

Commissioner
All deputy commissioners
All assistant commissioners

Department of Health

Commissioner
All deputy commissioners
All assistant commissioners

Department of Human Resources

Commissioner
All deputy commissioners
All assistant commissioners

Department of Human Services

Commissioner
All deputy commissioners
All assistant commissioners

Department of Intellectual Disabilities and Developmental Disabilities

Commissioner
All deputy commissioners All assistant commissioners

Department of Labor and Workforce Development Commissioner

All deputy commissioners
All assistant commissioners

Department of Mental Health and Substance Abuse Services

Commissioner
All deputy commissioners
All assistant commissioners

Department of Military

Adjutant General
All assistant adjutant generals
Director of TEMA

Department of Revenue

Commissioner
All deputy commissioners
All assistant commissioners

Department of Safety and Homeland Security

Commissioner

All deputy commissioners
All assistant commissioners

Department of Tourist Development

Commissioner
All deputy commissioners
All assistant commissioners

Department of Transportation

Commissioner
All deputy commissioners
All assistant commissioners

Department of Veteran Affairs

Commissioner
All deputy commissioners
All assistant commissioners

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