

Memorandum



Metropolitan Transportation Authority

State of New York

Date November 2015

To All MTA Employees

From Lamond W. Kearse, Chief Compliance Officer 

Re Holiday Reminder – Acceptance of Gift Policy

During the upcoming holiday season, please be reminded that the All Agency Code of Ethics establishes “zero tolerance” regarding gifts from prohibited sources. Accordingly, as an MTA employee you cannot solicit or accept gifts, either directly or indirectly, from any prohibited source, regardless of whether the gift was intended to influence or reward you. For purposes of the Code of Ethics, prohibited sources include not only those persons and business entities with which your Agency is doing business, but also those persons and business entities interested in doing business with your Agency or who have a history of doing business with your Agency in the recent past. Please take this opportunity to review the All Agency Code of Ethics.

A letter will be mailed to MTA suppliers and contractors reminding them of our Code of Ethics and the gift prohibition contained therein.

Finally, you have an obligation to report any activity (whether by an employee or prohibited source) that you observe or are aware of that violates our Code of Ethics.

If you have any questions regarding the Code of Ethics and how it may relate to you, I encourage you to **ask before you act**. You can ask questions or report violations by calling your Agency’s Ethics Officer or you can call the Ethics Helpline at 888 U ASK MTA (888-827-5682).

Thank you.