STATE COMPENSATION INSURANCE FUND	**CORPORATE POLICY**	Number: **EC&F 2.7** Owner: **Real Estate Management** Type: **Ethics Compliance & Fraud** Effective Date: **6-2011** Last Revision Date: **New**
Title **USE OF STATE FUND FACILITIES FOR NON-BUSINESS ACTIVITIES**		

SECTION 1 – PURPOSE

This policy defines use of State Fund facilities, permissible activities thereon, and the parameters for conduct by members of the State Fund Workforce or contracted vendors at these locations. Real Estate Management oversees and monitors the use of all State Fund facilities to ensure compliance.

SECTION 2 – POLICY STATEMENTS

2.1 Use of State Fund Facilities

State Fund facilities are intended for conduct of official State Fund business. Use of State Fund facilities for non-business activities is prohibited, except in limited situations with prior written approval. Official State Fund business activities will always take precedence over all other allowable uses.

2.2 Allowable Non-Business Events and Activities

2.2.1 Charitable, Wellness, and Employee Services Activities

The only official charity authorized at State Fund is the California State Employees Charitable Campaign (CSECC). State Fund facilities can be made available during business hours to support this State Fund sponsored campaign.

State Fund facilities cannot be used for any other charitable activities without approval by the Senior Vice President of Human Resources.

Wellness and other employee service activities sponsored or supported by Organizational Development may be authorized to use State Fund facilities when:

- The sponsors obtain written approval of the specific activity;
- Approved third party vendors have a valid contract executed through Purchasing and Contracts; and
- Space availability is approved in writing by Real Estate Management.

2.2.2 Third Party Vendors

All third party vendors must:

- Be associated with official State Fund business or approved State Fund activities;
- Be approved to conduct business on State Fund property by Real Estate Management;
- Have a valid and fully executed contract; and
- Provide a valid certificate of insurance to Real Estate Management prior to the start of activity.

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2.2.3 Vending Machines
Vending machine installation and operation at State Fund facilities is exclusively overseen and authorized by Real Estate Management. All machine installations must be by approved service agreement. Merchandise prices are set at cost.

2.3 Prohibited Activities
State Fund prohibits these activities on its premises:

- Activities which conflict with Corporate Policies;
- Sales or solicitation of food, services, or other products for personal gain will be prohibited except in areas specifically designated by Real Estate Management for this purpose;
- Sales of any products for any other reason requires the written approval of the Organizational Development Department; and
- Gambling - The term "gambling" as used in this policy includes any lottery, game of chance, contest, sweepstake, or form of gaming prohibited by the California Penal Code or the California Business and Professions Code.
    - Activities include, but are not limited to:
        - Gaming
        - Lotteries
        - Office Pools
        - Raffles
        - Games of chance

SECTION 3 – APPLICABILITY, SCOPE & BASIS

This policy applies to all members of the State Fund Workforce.

NON-ABRIDGEMENT OF RIGHTS
This policy does not abridge any rights conferred by collective bargaining agreements.

NOTICE
All State Fund employees will be required to sign a statement annually that they have read and understand this policy as part of State Fund's *Code of Conduct* acknowledgement process.

3.1 Related Laws, Regulations or Industry Standards Compliance
Complete text of the California statutes and the Business and Professions Code listed below can be accessed through: http://www.leginfo.ca.gov/calaw.html

- Cal. Government Code § 19570, et seq. for rank and file employees
- Cal. Government Code § 19590, et seq. for managers
- Cal. Government Code § 19889.3 for career executive assignments
- Cal. Government Code § 19990
- Cal. Government Code § 13923
- Cal. Government Code § 1151(f)
- Cal. Insurance Code § 11785(a)
- Cal. Penal Code § 319, *et seq.*
- Cal. Bus. & Prof. Code § 17539.5, 17539.15, 17539.55
- Cal. Bus. & Prof. Code § 17539-17539.3, 17539.35

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SECTION 4 – AUTHORITY

The Senior Vice President of Human Resources is responsible for policy assurance and oversight. The Real Estate Management Manager as policy owner is responsible for implementation, compliance, monitoring at the enterprise level, and policy management.

SECTION 5 – RELATED CORPORATE POLICIES

EC&F 2.2 Incompatible Activities
EC&F 2.3 Business Ethics
BFM 5.11 Contracting for Personal Services
OPS 3.25 Building Regulations

SECTION 6 – RELATED DEFINITIONS PROCEDURES, FORMS, & PUBLICATIONS

6.1 Definitions

California State Employees Charitable Campaign (CSECC) – established to provide a single charitable fund-raising drive in the State community; The California Government Code provides the statutory basis for the campaign.

Retail Sales – To sell a product or service in small quantities to the ultimate consumer.

State Fund Facility - A State Fund owned or leased facility is a building and land, including parking lots, that State Fund occupies.

State Fund Workforce - The term 'State Fund Workforce' is used herein solely for purposes of describing a collective group of people who work for State Fund, including officers, employees, and non-employees. No employer-employee or agency relationship is intended or created by the use of the term. The use of the term does not alter State Fund's relationships with consultants or independent contractors.

Vending Machines – Vending machines are building amenities containing merchanise for sale.

6.2 Related Procedures

EC&F 2.7-PR1: Use of State Fund Facilities for Non-Business Activities

6.3 Forms and Publications

Intentionally left blank at this time.

SECTION 7 – HELP & ADVICE

For information about matters related to the use of State Fund facilities for non-business activities, contact the Real Estate Management: realestatemanagement@scif.com

SECTION 8 – REVIEW HISTORY

Review Date	Action Date	Action	Section(s) Revised	Effective Date
05/20/2011	05/20/2011	Final QA	Comprehensive	06-2011

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