

**AGO POLICY  
I.04**

**BUSINESS-RELATED SOCIAL  
ACTIVITIES**

**Contact:** Human Resources Office, Chief of Staff

**Cross References:** Ch. 42.52 RCW; *Use of State Resources Policy*

**Approved:** 9/15/05 (rev. 06/15/06)

**I. POLICY STATEMENT:**

**Public monies shall not be used to pay the direct expenses of business-related social activities.**

The AGO is committed to providing a working environment which fosters teamwork and high employee morale. These factors are important for recruiting and retaining quality employees and for generating high levels of productivity. Social interaction among all members of the staff is a key element in creating such an environment. However, due to their social nature, it is important that public monies not be used to pay the direct expenses of these activities, and that use of staff time, equipment and facilities be kept to a minimum and not interfere with timely completion of regular work.

Divisions, administrative units, and/or geographic regions of the AGO are encouraged to have their own social funds and committees for organizing, sponsoring and subsidizing social activities to which all staff of the division, unit or region are invited.

All social activities shall be financed by voluntary contributions and any fees established for attendance at an activity. No public funds may be used to pay any direct expenses associated with a social activity. These include facility rentals, food, drink, entertainment, permit fees, fees for printing flyers or posters advertising the activity, rental of equipment, postage, and travel expenses. However, incidental use of office time, facilities and equipment is allowed if it is minimal and does not interfere with timely completion of regular work.

This policy does not apply to office-sponsored employee recognition events.

**II. RESPONSIBILITIES:**

All *employees* are encouraged to attend, participate in, and assist in subsidizing business-related social activities sponsored in their areas.

*/s/ Rob McKenna*

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ROB MCKENNA  
Attorney General

**APPROVED**  
**Executive Ethics Board**

Date: 7.13.06