



**THE CITY OF NEW YORK  
DEPARTMENT OF SANITATION  
GENERAL ORDER 2018-10**

**EFFECTIVE DATE:** Tuesday, December 4, 2018

**SUBJECT:** **GRATUITIES**

**AFFECTED DIRECTIVES:** General Order 2017-14 is hereby cancelled.

**REFERENCE:** Mayoral Executive Order No. 16;  
General Order # 2015-03; Rules 4.2 & 4.3  
General Order # 2012-25 Trade Waste  
Operation Order # 2012-25 Anti-Corruption;  
NYC Charter, Chapter 68

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Employees of the Department of Sanitation are prohibited from soliciting, receiving or accepting any gratuities. It does not matter whether the gratuity consists of the payment of money or a gift, or whether it is given for the performance of an act (for example, refuse and recycling collection services) or not. It does not matter what the season is, the intent of the giver or the recipient, or the spirit in which it is offered or accepted.

Any employee who is offered a gratuity, or who knows that a fellow employee solicited, accepted or agreed to accept a gratuity is required to report that information immediately. The employee shall report it directly to the Office of Inspector General which is located at 80 Maiden Lane, New York, N.Y. 10038, telephone number (212) 825-3500 or 5900.

Any violation of this Order will be referred to the appropriate authorities for prosecution. In addition, the employee will be subject to Department disciplinary action which may include termination of employment.

**CANCELLATION:** This Order shall remain in effect until it is cancelled.

**ISSUING AUTHORITY:**

A handwritten signature in cursive script that reads "Kathryn Garcia".

Kathryn Garcia  
Commissioner

**DISTRIBUTION:** All Management Personnel.  
To be read at all roll calls for three consecutive days.