

From: Morris, Joyce
Sent: Tuesday, December 11, 2012 5:30 PM
To: Superfine, Richard; Ahmad, Amer
Cc: Ryniewski, Stanley
Subject: Reporting Holiday Gifts

Pursuant to our conversation today, I am writing this email to summary the events regarding receipt of 2 cheesecakes from Tennessee Cheesecake, located in Mt. Juliet, TN, 37122.

A package was delivered to my workspace December 5, 2012 late in the afternoon. I was away from my desk and found the package sitting on a chair in my workspace. The package did not have a return address and had "PERISHIBLE REFRIGERATE IMMEDIATELY" and was addressed to:

Joyce Morris
The City of Chicago Dept. of Public
333 South State St
STE 200
Chicago, IL 60604

The box was too large to put into the refrigerator in the lunchroom. I opened it, and saw that it contained 2 cheesecakes. Not knowing what to do with them, I went to my manager, explained the situation to her. Since the contents was perishable, we determined the cakes should be placed in the refrigerator to preserve them until the next day, which is what I did. I also placed a note on the refrigerator telling staff that there were 2 cheesecakes in the refrigerator and all were welcome and that they were from one of our vendors.

I am aware that employees are not to accept any gifts of \$50 of value and had no intention of keeping the cakes. Since it was after 5:00 pm when I opened it, I did what was believed to be the best thing at the time.

Mr. Superfine, you were very kind and explained some alternate methods for handling this delivery. I am much more informed moving forward and will call Ethics seeking advice before determining the best approach to such matters. I appreciate your patience and detailed explanation in this matter.

Regards - Joyce