

	<h1>CORPORATE POLICY</h1>	Number: <b>EC&amp;F 2.7</b> Owner: <b>REAL ESTATE MANAGEMENT</b> Type: <b>ETHICS COMPLIANCE &amp; FRAUD</b> Effective Date: <b>03/2021</b> Last Revision Date: <b>05/2015</b>
Title <b>NON-BUSINESS USE OF STATE FUND FACILITIES</b>		

## SECTION 1 – PURPOSE

This policy defines allowed non-business use of [State Fund facilities](#) and conduct regarding such uses.

## SECTION 2 – POLICY STATEMENTS

### 2.1 Use of State Fund Facilities

State Fund intends facility use for the conduct of official State Fund business and allows non-business use in limited situations. Official State Fund business uses take precedence over other allowed uses. Real Estate Management (REM) oversees and monitors State Fund facility use.

### 2.2 Allowable Non-Business Events and Activities

#### 2.2.1 Charitable, Wellness, and Employee Services Activities

State Fund recognizes the [Our Promise: California State Employees Giving at Work](#) Campaign as an authorized charity. State Fund may allow use of State Fund facilities during business hours to support this campaign. State Fund may officially recognize other charitable activities and consequently allow use of State Fund facilities.

State Fund permits other charitable uses with appropriate review and approval by Corporate HR, Employee Relations. The [State Fund Workforce](#) should not carry out such other charitable uses without prior approval.

State Fund allows Wellness and other employee service activities sponsored or supported by Human Resources for facility use when:

- Sponsors obtain written approval for specific activity
- Approved third party vendors have an executed contract through Enterprise Procurement, as required
- Sponsors confirm space availability

#### 2.2.2 Third Party Vendors

All third party vendors must have:

- Association with official State Fund business or approved activities
- Approval by REM to conduct business on State Fund facilities
- An executed contract with State Fund, as required
- A valid Certificate of Insurance on file with REM prior to activity start

#### 2.2.3 Vending Machines

REM administers [vending machine](#) installation and operation at State Fund sites with approved service agreements.

## 2.3 Prohibited Activities

State Fund prohibits these activities on its premises:

- Activities which conflict with Corporate Policies
- Product or services sales, except as follows
  - Employees may use the Employee Community Bulletin Boards designated by REM to advertise, solicit, or sell goods or services.
- Gambling, consisting of any lottery, game of chance, contest, sweepstake, or form of gaming prohibited by the California Penal Code or Business and Professions Code. Prohibited activities include, but are not limited to, gaming, lotteries, office pools, raffles, and games of chance.

## SECTION 3 – APPLICABILITY, SCOPE, & BASIS

This policy applies to the State Fund Workforce.

### 3.1 Related Laws and Regulations

- Cal. Government Code § 13923 (payroll deduction for approved charitable organizations)
- [Cal. Government Code § 19990](#) Incompatible Activities
- [Cal. Penal Code §§319-329](#) Lotteries
- [Cal. Bus. & Prof. Code §17539-17539.3, 17539.35, 17539.4, 17539.5, 17539.55](#) Particular Offenses, Sweepstakes

## SECTION 4 – AUTHORITY

The Executive Vice President & Chief Administrative Officer carries out policy assurance and oversight. The Real Estate Management Program Manager as policy owner complies with, updates, and enterprise monitors this Policy.

## SECTION 5 – RELATED CORPORATE POLICIES

EC&F 2.2	Incompatible Activities
EC&F 2.3	Business Ethics
BFM 5.10	Purchasing Authority

Related Corporate Policies can be found: [Corporate Policy Library](#)

## SECTION 6 – DEFINITIONS

**Our Promise: California State Employees Giving at Work:** Campaign created by statute for a single charitable fund-raising drive in the State community.

**State Fund Facility:** A State Fund owned or leased facility; includes building, land, and parking lots that State Fund occupies.

**State Fund Workforce:** The group of people who work for State Fund, including officers, employees, and non-employees. State Fund intends and creates no employer-employee or agency relationship by this term. This term has no impact on State Fund's relationship with consultants or independent contractors.

**Vending Machines:** Building amenities with items for sale.

## SECTION 7 – HELP & ADVICE

For information on this policy, contact REM at: [realestatemanagement@scif.com](mailto:realestatemanagement@scif.com)

For information on charitable uses, contact [AskAdmin](#) or call 611 or



<b>Policy</b> EC&F 2.7	<b>Title</b> Non-Business Use of State Fund Facilities	<b>Effective</b> 03/2021
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1-800-499-8668.

**SECTION 8 – REVIEW HISTORY**

<b>Review Date</b>	<b>Action Date</b>	<b>Action</b>	<b>Section(s) Revised</b>	<b>Effective Date</b>
05/20/2011	05/20/2011	Final QA	Comprehensive	06/2011
08/2014	11/2014	Biennial Review	Comprehensive	02/2015
01/28/2015	01/28/2015	Add regulatory citation for permitted charitable campaigns	Section 3.1	05/2015
08/01/2017	08/01/2017	Link Refresh	Sections 3.1 & 5	05/2015
02/11/2020	02/11/2020	Link Refresh	Sections 3.1 & 5	05/2015
10/22/2020	10/22/2020	Link Refresh	Section 3.1	05/2015
02/19/2021	03/24/2021	Triennial Review	Section 7, changed ESP & AskHR to AskAdmin	03/2021