



CHICAGO DEPARTMENT OF AVIATION  
CITY OF CHICAGO

Via E-mail Delivery and First Class U.S. Mail

Jacqueline Ruiz  
2135 CityGate Lane, Ste. 300  
Naperville, IL 60563  
jackie@jjrmarketing.com

Subject: Zero-Gift Tolerance Policy

Dear Jackie,

I want to thank you for the lovely Latinas in Aviation book, a very thoughtful and generous gift, however, I must inform you that the Chicago Department of Aviation (CDA) has a Zero Tolerance Policy regarding gifts, gratuities, business expenses, and offers of employment to its employees related to their official duties. This includes all gifts, even those valued at less than \$50.00. CDA employees may not accept any items from vendors/consultants. We have, however, placed this gift in a public location for all CDA employees to view and enjoy.

I appreciate the book you had delivered to my office, and we are so grateful to have the opportunity to showcase it here at O'Hare International Airport. The gift was handled according to the Board of Ethics guidelines.

Thank you again.

Sincerely,

Jamie L. Rhee  
Commissioner

Cc: JLR/File  
AV/File  
Steve Berlin/Director of Ethics  
Elizabeth Granados-Perez/General Counsel