



YORK CATHOLIC DISTRICT SCHOOL BOARD

Hospitality & Gifts Guidelines for Superintendents, Managers, Board and School Administrators

In order to fully implement Board Policy #423 (Conflict of Interest for Employees), the following guidelines are to be followed.

Moderate hospitality is an accepted courtesy of a business relationship. However, the recipients should not allow themselves to reach a position whereby they might be influenced in making a business decision as a consequence of accepting such hospitality. The following paragraphs are intended to offer employees clarification on specific matters arising under the area of gifts and hospitality.

If there is any question about the application of these guidelines, employees should raise the issue with their immediate supervisor for determination.

Offering or Accepting Gifts

Although the exchange of common courtesies (such as the occasional gift or meal of nominal value less than \$200.00), is recognized as acceptable business practice, there is a danger in offering or accepting gratuities or favours that could be mistaken for improper payment.

Employees should not use their position for improper gain, nor under any circumstances accept gifts of cash, bonds, securities, personal loans, airline tickets, use of a vacation property or costly entertainment (i.e. in excess of \$200.00).

Employees should be cognisant of the cumulative effect that may result from a pattern of accepting multiple gifts over a period of time. Such a pattern runs the danger of becoming an actual or perceived improper payment.

Conditions for Accepting Gifts

An employee may accept the hospitality of a gift from another in the course of the professional relationship, if:

- an employee believes that the donor is not trying to obligate them, or improperly influence a decision;
- it is "normal business practice" for the purposes of courtesy and good business relations; and,
- acceptance is legal and consistent with generally accepted ethical standards.

Examples of Acceptable Gifts

Examples of acceptable gifts from suppliers/vendors include:

- Holiday gifts, such as fruit baskets or candy
- Inexpensive advertising and promotional materials (e.g. give-aways, such as pens or key chains)
- Inexpensive awards to recognize service and accomplishments in civic, charitable, educational or religious organizations (such as nominal gift certificates to book stores)

Gifts of Considerable Value

Where it would be extraordinarily impolite or otherwise inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the Board. As noted under Reporting Gifts, report the gift. Such gifts may not be taken for the employee's home use or enjoyment. Employees might ask themselves if public knowledge of the gift would cause personal embarrassment or embarrassment to the Board. If there is still uncertainty regarding what is considered an appropriate gift to give or receive, this should be discussed with the Supervisory Officer, Associate Director or Director of Education, as appropriate.

Honoraria

Senior management, managers and supervisors, school administrators and those performing managerial or supervisory duties are not allowed to receive honoraria, payments of any kind, while performing instructional or informational duties while on Board time. They may however receive a small token of appreciation such as a gift certificate, plant etc. for sharing their talents.

Reporting of Gifts

Employees herein must report/notify, by e-mail, of any gifts received over \$200.00, including meals. Superintendents and the Associate Director must notify the Director of Education; and the Director of Education must notify the Chair of the Board; Middle Management employees must notify their immediate supervisor and their Superintendent; School Administrators must notify their Superintendent.

Employees herein must complete the form, Reporting of Gifts and forward the completed form to the office of the Superintendent of Human Resources, for retention purposes.
(See Appendix A)

Solicitation of Gifts, etc.

Employees may not solicit gifts, donations, benefits, services or other favours that are for personal gain or advantage under any circumstances.



YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORTING OF GIFTS OVER \$200.00

In accordance with Board Policy #423
(Conflict of Interest for Employees)

Employee's Name: _____

Date Gift Received: _____

Originator of Gift: _____

Gift (Provide Details): _____

Approximate Value of Gift: _____

Reason for Gift: _____

Disposition of Gift: _____

In what way, if any, is the originator involved or working
with the York Catholic District School Board? _____

Date: _____

Employee's Title: _____

Employee's Signature: _____

Form to be forwarded to the office of: a) Immediate Supervisor/Superintendent
b) Superintendent of Human Resources.