

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.12.ON
Section:	Employment Policies	Issued:	Dec. 16, 2019
Subject:	GIFTS, FAVOURS and ENTERTAINMENT	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	New
Issued by:	Community Resource Centre	Dated:	

1 POLICY

- 1.01 It is a conflict of interest for an employee or a member of the employee's immediate family to accept from any individual or organization doing business or competing with the **Community Resource Centre**, any payment or compensation whatsoever, or any gift, entertainment, hospitality, or other favour of more than token value, or which goes beyond that which is customary and accepted business practice.
- 1.02 With regard to the treatment of customers, limited business-related entertainment, favours or gifts may be offered to customers if the following criteria are met:
- the items offered are legal;
 - the value of the item would not be viewed as improper by others;
 - such favours would not be embarrassing to the **Community Resource Centre** or the recipient;
 - the favours or gifts are approved by the **Executive Director**; and
 - they honour any guidelines of the customer.
- 1.03 An employee who has any doubt about the propriety of accepting or giving any gift, favour, etc., shall contact the **Executive Director** for direction.

2 PURPOSE

- 2.01 The purpose of this policy is to ensure that potential for conflicts of interest are minimized related to the acceptance or giving of gifts, favours and/or entertainment.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for ensuring employees know of and understand this policy.
- 4.02 Employees are responsible for reporting to their respective supervisor, within twenty-four (24) hours, the receipt of any gift, favour, and/or entertainment by employees or members of their immediate family.

5 DEFINITIONS

- 5.01 "**Token Value**" means a gift, favour, entertainment, hospitality or other such item which

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.12.ON
Section:	Employment Policies	Issued:	Dec. 16, 2019
Subject:	GIFTS, FAVOURS and ENTERTAINMENT	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	New
Issued by:	Community Resource Centre	Dated:	

exceeds a retail value of **[\$10.00]**.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

7 PROCEDURE

- 7.01 An employee shall report, within twenty-four (24) hours, to his/her manager the receipt by the employee or members of the employee's immediate family of any gift, favour, and/or entertainment of more than token value.