



POLICIES AND PROCEDURES

SECTION TITLE: OPERATIONS	SECTION REFERENCE: OP
POLICY TITLE: ACCEPTANCE OF GIFTS	POLICY NUMBER: OP-015

POLICY STATEMENT:

YUSC, through its employees, desires to create ethical relationships with individuals, firms or corporations which with YUSC does business

PURPOSE: To establish a guideline for staff involved in business decisions that are free from the personal influence or perceived influence with respect to receipt of gifts or tokens.

A. TERMS OF REFERENCE

1. Gifts and Tokens: defined as courtesy gestures of appreciation typically offered by individuals, firms or corporations in recognition of a service rendered. May include consumable gifts that are perishable and must be used immediately (e.g., food or beverage.), or other material items.

B. PRINCIPLES

1. The principles governing the acceptance of gifts are:
 - a. the conduct of members should not foster the suspicion of any conflict between their positions duties and their private interests;
 - b. the actions of members should not give the impression that they could be, or may have been placed under some kind of obligation or influenced by a gift or consideration to show favour or disfavour to any person or organisation
 - c. if there is any doubt about the propriety of accepting a gift or token it should be refused.
 - d. In most cases, the individual is receiving the gift due to their position, not their personage and therefore should not benefit from the gift personally.

C. PROCEDURE AND RESPONSIBILITIES

1. Employees will act in a manner of integrity and remain in a position to make impartial choices, without conflict.
2. Staff will normally decline any gifts or tokens from individuals, firms or corporations that do business with YUSC.
3. However, when given a gift or token from individuals, firms or corporations that do business with YUSC, the item(s) will be collected and dispersed throughout YUSC at either a staff event or raffle. Gifts and tokens of small intrinsic value that can be shared with the staff of

the department (less than \$30.00.) may be accepted and distributed in such a manner as the department manager sees fit.

4. If an individual staff member wishes to retain a gift or token that member shall disclose such offers to the Executive Director who can determine that acceptance would not result in a situation of actual, potential or perceived conflict between the employee's interest or the interest of YUSC.

Contact Person (title):	Executive Director
Cross-Manual Reference:	OP-008
Monitoring Tools:	Manager Monitoring
Relevant Forms:	N/A
ED Approval Date:	June 11, 2002
Review Dates:	
Revised Date(s):	