



# P O L I C Y

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Policy Title <b>ACCEPTANCE OF GIFTS</b>	Date <b>March 10, 2011</b>	Resolution No. <b>C/142/11</b>

## Policy Statement

Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the County, be such that no employee can be accused of showing favoritism or bias. Consequently, all employees are prohibited from accepting gifts or favours from vendors that would tend to influence them in the discharge of their duties.

## Guidelines/Procedures

1. Prizes will not be solicited from suppliers for the annual staff social events.
2. Vendors occasionally may supply tickets to various events. These may be accepted with the intent that these are to be shared amongst staff. The County Commissioner shall be informed of all tickets received, the name of the vendor and the recipients.
3. Vendors occasionally host appreciation events inviting a number of clients. Examples are golf tournaments, hospitality suites, appreciation dinners and receptions. Staff are permitted to attend such events; however the County Commissioner must be informed of any events which may confer a benefit greater than \$100.
4. County employees may accept:
  - a) Small Christmas gifts provided they are shared with other staff
  - b) Advertising materials such as calendars, scratch pads, pens, t-shirts and caps
  - c) Corporate discounts and promotional items.
5. Prizes won at conferences paid by the County may be accepted by employees, however, if the prize is over \$100 the County Commissioner is to be advised.
6. Staff shall not accept any gift or favour from a land developer.

Approved: March 10, 2011