

5.10 Acceptance of Gifts Policy

Intent

The employer has adopted this policy to avoid any real or perceived conflict of interest that may arise from the acceptance of gifts from clients and guests and/or prospective clients or guests.

Scope

This policy applies to all employees always and without exception.

Bargaining members are requested to refer to their current Collective Agreement for procedures and guidelines pertaining to this policy. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Definition

Gift – Any item, product or service offered by any current or potential customer, guest or vendor, which may include, but not be limited to: money, services, discounts, meals, tickets to events, favours, or any other physical item that carries a monetary value in excess of \$100.00.

Guidelines

To maintain ethical standards and to avoid any real or perceived conflicts of interest, employees of the company are prohibited from accepting gifts, money, discounts, meals, tickets to events or favours including a benefit to family members, friends or business associates in return for providing services the company would normally receive payment for. The exception to this policy is the acceptance of promotional gifts or gifts with a monetary value of less than \$25.00 for example, promotional coffee mugs or other company branded items or the occasional working lunch.

Employees are directed to report to their manager any potential conflict of interest, customer attempt to create bias, or offer of a gift with a monetary value more than \$100.00 that occurs in the performance of their regular job duties, or while off-duty, but acting as a representative of the organization. Reports must also be generated for all situations that involve requested attendance at events, receipt of gifts or meals from any vendors or potential vendors or their agents or representatives. The reporting and documentation must include the purpose of the meeting, meal, gift, event etc., and those in attendance.

In the event that any employee receives a gift that carries a monetary value in excess of \$25.00, they are directed to return it to the sender with written acknowledgement of the gift, and politely decline the gift by making reference to the employer's Conflict of Interest Policy unless otherwise discussed with the property specific general manager.

Where the employee is unable to return the gift, the gift must be forwarded to their manager for documentation, and donation for charitable purposes. A letter will be generated and forwarded to the individual or business that provided the gift to inform them of the employer's Acceptance of Gifts Policy and will provide details of the decision to donate the gift to charity.

Employees are encouraged to conduct business during regular office hours, either on premises, or in meetings at a pre-determined client or vendor facility. The employer recognizes that circumstances may arise where employees are required to conduct business over lunch or dinner, where this form of meeting is specifically requested. In these



circumstances, employees are required to report these meetings to their manager to receive authorization for attendance.

Employees are requested to pay for their own meal and submit a business expense form. Employees should not accept complimentary meals from any person or organization that has a business interest with the employer, as this may create a real or perceived conflict of interest.

Employees are prohibited from accepting tickets to, and/or attending cultural, social, charitable, political, recreational, or sporting events at the expense of any customer or vendor with a current business interest in the employer without prior authorization from management.

If any employee is requested by a customer or vendor to attend an event, where this event presents a potential benefit to the employer's business interests, the employee must direct a written request to attend the event to their manager with a detailed rationale for attendance. Where the request receives approval, the employer shall pay the cost of the ticket or entry fee for the event.

If any employee is offered tickets to an event where the party offering the tickets will not be in attendance, or where there is no expectation that business will be conducted at the event, the offer must be politely declined using reference to this policy.

RELEVANT DOCUMENT

Conflict of Interest Policy

Code of Ethics Policy