

<b>STATEMENT of POLICY and PROCEDURE</b>			
Department:	Corporate Services	Policy No.	<b>11</b>
Section:	Human Resources	Issued:	
Subject:	<b>GIFTS, FAVOURS and ENTERTAINMENT</b>	Effective:	January 14, 2008
Council Resolution:	Council Resolution No. 016 of January 14, 2008	Page:	1 of 3
		Replaces:	New
Issued by:	Chris Cvik, Director of Corporate Services		
Approved by:	Chris Cvik, Director of Corporate Services	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, business or organization doing business or competing with The City of Prince Albert, any payment or compensation whatsoever, or any gift, entertainment, hospitality, or other favour 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 City of Prince Albert or the recipient;
  - 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 their immediate supervisor for direction.
- 1.04 A civic employee may accept any gift which represents the normal exchange of gifts between friends, the normal exchange of hospitality between persons doing business together, or tokens exchanged as part of protocol.
- 1.05 Wilful violation of this policy constitutes grounds for disciplinary action up to and including termination of employment.

## **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 City employees.

## **4 RESPONSIBILITY**

- 4.01 All employees are responsible to read and understand this policy.

<b>STATEMENT of POLICY and PROCEDURE</b>			
Department:	Corporate Services	Policy No.	<b>11</b>
Section:	Human Resources	Issued:	
Subject:	<b>GIFTS, FAVOURS and ENTERTAINMENT</b>	Effective:	January 14, 2008
Council Resolution:	Council Resolution No. 016 of January 14, 2008	Page:	2 of 3
		Replaces:	New
Issued by:	Chris Cvik, Director of Corporate Services		
Approved by:	Chris Cvik, Director of Corporate Services	Dated:	

- 4.02 Employees are responsible for reporting to their respective manager the receipt of any gift, favour, and/or entertainment by employees or members of their immediate family that is in excess of nominal value.

**5 DEFINITIONS**  
Not Applicable

**6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**  
Conflict of Interest

<b>STATEMENT of POLICY and PROCEDURE</b>			
Department:	Corporate Services	Policy No.	<b>11</b>
Section:	Human Resources	Issued:	
Subject:	<b>GIFTS, FAVOURS and ENTERTAINMENT</b>	Effective:	January 14, 2008
Council Resolution:	Council Resolution No. 016 of January 14, 2008	Page:	3 of 3
		Replaces:	New
Issued by:	Chris Cvik, Director of Corporate Services		
Approved by:	Chris Cvik, Director of Corporate Services	Dated:	

## **7 PROCEDURES**

1. An employee shall report 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.
2. Civic employees accepting any payment, gift, honorarium or gratuity, in addition to their salary paid by the City, which is actually or may be viewed as payment for services provided through their public employment, would be in conflict with this guideline.