

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Gifts and Gratuities

Policy Type: Employees

Number: 3150

Date Approved: November 28, 2005

Legal Reference:

The Board of Education believes that the practice of accepting gifts or gratuities by employees is not only undesirable but also contrary to the best interests of employees and the school division.

Guidelines:

1. Employees may not accept gifts or gratuities (except for advertising/promotional items of a nominal value or normal exchange of hospitality between persons doing business together) that result from a business contact with any supplier, person or company. Any gifts received whether at the office, schools or at an employee's home must be turned in to the Executive Assistant at the Education Centre.
2. Employees shall not use their position with the school division to approach or negotiate with suppliers under any circumstances that would in any way result in personal gain.
3. Employees shall consult with their supervisor when unsure as to whether or not acceptance of a particular gift or benefit is in violation of this policy.
4. Employees who violate the provisions contained in this policy may face suspension leading to dismissal.