

## GIFTS

### Background

The Board of Education recognizes the importance of ensuring its employees avoid direct or indirect conflicts of interest to ensure ethical educational and business practices. Token gifts may be given and received by employees to show appreciation however conflict must not exist between an employee's private interests and the performance of their school district duties.

### Definition

1. Conflict of interest may include but is not limited to the following:
  - a. Accepting employment, favours, gifts, commissions, services, or other advantages from any individual or organization that sells, purchases, or supplies any product or services to or from the district or is otherwise engaged in business dealings with the district, except as authorized by the secretary-treasurer or designate.
  - b. Employees may receive promotional gifts or favours of nominal value from third parties as an accepted courtesy of business relationships, provided that such tokens do not compromise the employee's objectivity or the principles and values of the district (e.g. gifts of alcohol).

### Procedures

2. Employees who find themselves in an actual, potential, or perceived conflict of interest must disclose the matter to their supervisor, manager or the director of human resources for a review of the conflict of interest. The secretary-treasurer or designate may also be asked to review the actual, potential or perceived conflict and provide direction.
3. The following criteria, when taken together are intended to guide the judgement of employees who are considering the acceptance of a gift:
  - The benefit is of nominal value;
  - The exchange creates no obligation;
  - Reciprocation is easy;
  - It occurs infrequently.
4. Employees will not solicit a gift, benefit, or service on behalf of themselves or other employees.

Related Links: [BC Public Service Employees - Standards of Conduct](#)

Related Procedures: [OP 503 – Purchasing](#)