



TITLE: **GIFTS, RECEIPT OF**
(Relates to EL-2: Treatment of Staff)

EFFECTIVE DATE: February 1, 2001

PRACTICE:

The reputation of Red Deer College in the community places high expectations upon its' integrity. Its' reputation is in turn dependent upon the integrity and sense of responsibility of its directors, officers, and employees in whom great trust rests. It is therefore, necessary to have clearly defined expectations with regard to the acceptance of gifts. Gifts are broadly defined to include actual gifts, favours, donations, and entertainment.

PROCEDURE:

1. No employee shall accept any gift or hospitality of material value offered or tendered by virtue of the employee's position with Red Deer College other than: the normal exchange of gifts or hospitality between friends and persons doing business together, tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions. It should be borne in mind that materiality may be determined not only by costliness, but by the circumstances surrounding the giving and acceptance.

ACCOUNTABILITY: Vice President of Human Resources

RESPONSIBILITY: Managers/Supervisors

Consultation for Review:

Practice Review Date: Annually

Associated Standard Practice: