



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

<b>Date Approved:</b> March 28, 2007	<b>Date of Next Review:</b> September 2022	<b>Dates of Amendments:</b> September 21, 2017
<b>Cross References:</b> Conflict of Interest: Employees (H.M.31) Conflict of Interest: Trustees (T.01) Code of Conduct Policy (S.S.09) Art Collection (A.22) Donation and Sponsorship Policy (F.F.02)		
<b>Appendix</b>		

**Purpose:**

This policy clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts on behalf of the Board other than contributions to student achievement and will only accept hospitality on a limited basis in accordance with the regulations of this policy.

**Scope and Responsibility:**

This policy applies to all Board officials and employees. The Director is responsible for this policy.

**Alignment with MYSP:**

- Living Our Catholic values
- Strengthening Public Confidence
- Achieving Excellence in Governance
- Providing Stewardship of Resources



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS**  
**POLICY NO: H.M. 33**

## **Inspiring and Motivating Employees**

### **Policy:**

It is the policy of the Toronto Catholic District School Board that elected officials and employees may only accept and retain gifts **that are contributions to student achievement.** ~~of low intrinsic value or business hospitality of less than \$100.00 per person.~~ If in the circumstances that hospitality or a gift of considerable value is received, notification **as set out in the regulations** ~~according to regulation 5~~ is required.

The Board acknowledges that the offering of gifts or hospitality of limited value from suppliers, partners or other business contacts is a common business practice which may be appropriate under certain circumstances. **However, the TCDSB will not accept any gifts which do not contribute to student achievement and will only accept hospitality in accordance with the regulations in this policy.**

Elected officials and employees may accept a gift **which contributes to student achievement** provided it does not create a sense of obligation, expectation or indebtedness or a real, or the appearance of, a conflict of interest that may be seen to be likely to affect the objectivity of those officials and employees in the performance of their duties.

Philanthropic gifts made by individuals, corporations, foundations or legal entities to assist the Board in the pursuit of its mission may be accepted at the discretion of the Director of Education or Board of Trustees.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**Regulations:**

1. The acceptance of gifts, ~~hospitality and other benefits~~ is permissible provided that:
  - a. **they contribute to student achievement;**  
~~they are infrequent and of minimal value (low cost promotional objects, simple meals, souvenirs with no cash value) and are within the normal standards of business practice; and~~
  - b. they do not obligate or compromise the integrity of the recipient or the Board.
2. Gifts and benefits to an immediate family member or close associate of an elected official or employee, which can be reasonably attributed to the employee's official duties or association with the Board are prohibited.
3. An elected official or employee may accept moderate hospitality during the normal course of business that would not significantly exceed what the Board would likely approve on an individual's expense account form.
  4. ~~Acceptance of a gift or hospitality must be legal and consistent with generally accepted ethical standards relevant to the person's position.~~
  5. ~~**Notification Requirement:** Employees must notify by e-mail their immediate supervisor of any gifts or hospitality received with a nominal value of more than \$100; in the case of trustees, the Director of Education or designate; the Chair of the Board should receive notification of gifts or hospitality received by the Director of Education.~~
4. **Gifts of Considerable Value:** Where it would be inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the TCDSB **and given to**



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**the Director of Education's office. All gifts of considerable value received and accepted on behalf of the TCDSB which contribute to student achievement will be reported by the Director to the Board of Trustees in an annual report.** ~~and donated to the Angel Foundation for Learning unless directed otherwise by the Director of Education /Board of Trustees.~~

5. **Charity Events:** Where the hospitality/gift offered to an elected official or employee is for attending a charity event with an ongoing relationship to the Board, the employee may accept **if it contributes to student achievement.** ~~The elected official or employee may only accept from any one supplier once per year. The number of events attended must be reasonable and appropriate to practice within the sector.~~
6. **Non Charity Events:** No elected official or employee shall accept hospitality/gifts to non-charity events such as sporting or cultural events from any individual or organization doing business with the Board. ~~without obtaining prior approval from their immediate supervisor or in the case of trustees, the Director of Education or designate. The number of events attended must be reasonable and appropriate to practice within the sector.~~
7. **Solicitation of Gifts or Sponsorship**
  - a. Board officials or employees shall not solicit hospitality, gifts, benefits or sponsorships for their personal benefit from any individual, company or organization that have an existing or potential business relationship with the Board.
  - b. For special Board functions, the Director of Education may approve the solicitation of gifts, prizes or donations from companies or organizations with whom the Board is not currently involved in a competitive acquisition process and provided that the donation or gift is legal and does not place



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS**  
**POLICY NO: H.M. 33**

the Board under any obligation or in a conflict of interest **and contributes to student achievement.**

8. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board in the case of trustees in private session.

APPENDIX A



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS**  
**POLICY NO: H.M. 33**

**Definitions:**

**Gift or Benefit**

Considered to be anything of value received as the result of a business relationship for which the recipient does not pay fair market value. Gifts or benefit refers to items both tangible and intangible such as hard goods, entertainment, trips, financial instruments and services other than hospitality offered directly or indirectly to an elected official or employee of the Board.

**Gifts of Considerable Value**

Any gift, benefit or hospitality whose value exceeds \$100.00.

**Hospitality**

The offering of meals, refreshments, entertainment, and transportation.

**Donation**

**A voluntary transfer of property without any benefit received by the donor. Generally, a donation is made if the transfer is voluntary and made without expectation of return, and there is no benefit of any kind that may be provided to the donor or to anyone designated by the donor.**



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: MISCELLANEOUS**  
**POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS**  
**POLICY NO: H.M. 33**

**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

**All gifts of considerable value received and accepted on behalf of the TCDSB which contribute to student achievement will be reported by the Director to the Board of Trustees in an annual report.**

APPENDIX A