



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

Date Approved: March 28, 2007	Date of Next Review: October 2022	Dates of Amendments: October 19, 2017
Cross References: 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)		
Appendix		

Purpose:

This policy clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter. Contributions to student achievement may be accepted in accordance with the regulations of this policy. Board employees in school communities may accept a small token of appreciation from families in the community.

Scope and Responsibility:

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

Alignment with MYSP:

Living Our Catholic values



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Strengthening Public Confidence

Achieving Excellence in Governance

Providing Stewardship of Resources

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 of low intrinsic value or business hospitality of less than \$100.00 per person **and will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter.** 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.

Elected officials and employees may accept a gift 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.



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Regulations:

1. The acceptance of gifts, hospitality and other benefits is permissible provided that:
 - a. 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. **The Director of Education will ensure that such a gift is retained as property of the**



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TCDSB. 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. **Elected** ~~Board~~ officials or employees shall not solicit hospitality, gifts, benefits or sponsorships for their personal benefit from any individual, company or organization that has 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



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process and provided that the donation or gift is legal and does not place the Board under any obligation or in a conflict of interest.

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



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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.

Contributions to Student Achievement

Items directly gifted or funds provided in the form of a gift card or gift certificate to improve and/or enhance the classroom or school environment.

Examples include books and classroom supplies.



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Evaluation and Metrics:

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

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

APPENDIX A