

3120 Gifts to Employees

SECTION: HUMAN RESOURCE POLICIES
EFFECTIVE: JULY 1, 2007
REVISED:
RESPONSIBLE OFFICE: VPAF
APPROVAL: VPAF

PURPOSE

Employees representing the GTU conduct business with outside organizations, vendors and individuals. This Policy provides broad guidelines on gifts given by external parties to school employees.

POLICY STATEMENT

This policy establishes guidelines for employees who represent the GTU in their business operations. Employees are expected to uphold the integrity of the GTU in the highest manner when conducting business operations of the school with outside organizations, vendors and individuals. Along with prudent business judgment, employees are expected not to compromise business transactions in exchange for personal gifts.

In general, employees cannot accept gifts from outside sources for personal benefit. In some instances, if it furthers GTU goals, promotional materials and business meals may be acceptable.

The provisions of this policy must be applied consistently to all GTU institutional activities.

DEFINITIONS

Gift A gift is defined as a tangible or intangible item of any value received from external sources, directly or indirectly by the employee of the GTU.

Immediate Family Member Immediate family is defined as employee's spouse or domestic partner, children or children of spouse or domestic partner, siblings or siblings of spouse or domestic partner, parents or parents of spouse or domestic partner, or grandparents or grandchild.

POLICY SECTIONS

3120.1 Gifts to Employees

Gifts in the form of cash, gift certificates, items of more than insignificant value (\$25), or the like to GTU employees or their immediate family members are prohibited, with a few exceptions as noted below. Unsolicited gifts may not be accepted and should be returned to the donors.

Employees or members of their immediate family may not accept personal gifts or entertainment from any vendor of the GTU by any means, directly or indirectly, at any time of the year. This includes but is not limited to items of value, quasi-social invitations, credits for vendor promotions, etc.

GTU employees can however accept the following:

- 1) A plaque or an award;

- 2) Items of insignificant value that are commonly given to everyone, such as at a convention or conference;(e.g., key chains, T-shirts, coffee mugs, bags)
- 3) Informational materials that are commonly given by vendors to everyone;(e.g., booklets, audio or video tapes)
- 4) Items of insignificant value that are commonly given by vendors to multiple clients as a goodwill gesture and shared with other employees, typically during holiday seasons;(e.g., candy, cookies)
- 5) Goodwill exchange gifts when GTU officials are on a mission abroad or visiting other domestic institutions or when officials from other institutions visit the GTU. Because a refusal of a gift could offend the hosting officials, such gifts can be accepted. If the gifts are of significant value (i.e. greater than \$150), they become the property of the GTU and should be discussed with the Vice President for Administration and Finance;
- 6) Business meals with a prospective vendor or at professional meetings and conferences are allowed if the GTU gains from such attendance. For example:
 - a) When individuals authorized to purchase materials or services visit the vendor's business as part of an investigation of a vendor's capability to service the school, or to review a new product or service, or to discuss the continued use of a product or service;
 - b) When individuals authorized to purchase materials or services meet with a vendor as part of a discussion of a vendor's capability to service the school, or to review a new product or service, or to discuss the continued use of a product or service;
 - c) When individuals perceive that continuing discussions with a vendor through mealtime has particular merit to the school.

Repetitive mealtime meetings should be discouraged. Meals associated with pure entertainment, where school business is not discussed, are not considered business meals.

The GTU allows payment for reasonable and necessary meal expenses incurred during a business meeting involving external parties if the purpose of the meeting is to discuss school business. Refer to Policy 2420 Business meals, Entertainment and Social Events.