

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Employment
Policy Number	AE-2404-01
Policy Title	Gifts to Employees

POLICY OBJECTIVES

The Salt Spring Island Fire Protection District understands that on occasion members may be offered gifts in appreciation for their work or community service and the purpose of this policy is to offer guidance to members for accepting such gifts or personal benefits.

DEFINITIONS

“*Board of Trustees*” means the Board of Trustees of the Salt Spring Island Fire Protection District;

“*Chair*” means the Chair of the Board of Trustees Salt Spring Island Fire Protection District;

“*District*” means the Salt Spring Island Fire Protection District;

“*Employee*” for purposes of this policy will be understood to include career members, exempt employees, paid-on-call members, trustees and volunteers who are acting on behalf of the District;

“*Gift*” means the voluntary transfer of tangible property including cash and/or donations in-kind;

“*Gifts and Personal Benefits*” means items or services of value received by an employee(s) for their personal use and include, but are not limited to, cash , gift cards, tickets to events, and food and beverages;

SCOPE

This policy applies to all employees of the *District*.

STATEMENT OF POLICY

Solicitation of Gifts

Employees, for personal gain, will not solicit gifts from the community.

Unsolicited Gifts to Employees

Employees may accept a *gift* or *personal benefit* that has a value of \$50 or less AND is received as an incident of protocol or as a *District* representative on activities such as engagements, meetings and social obligations reasonably related to their role with the *District*.

Multiple *gifts* or *personal benefits* valued under \$50 from a single source in one calendar year must be reported by the *employee* to the *Chair* who in turn will make a recommendation to the *Board of Trustees* whether public disclosure is required under the circumstances.

Employees cannot personally accept a *gift* of cash and for purposes of this policy, gift cards are considered cash.

Employees must never accept a *gift* or *personal benefit* that could reasonably be expected to result in a real or perceived conflict of interest.

Employees may not take advantage of discounts or rebates on personal purchases from suppliers who have a business relationship with the *District*, unless those suppliers offer the same discount or rebate to the general public or those discounts or rebates are offered to staff of other large employers (public or private) on a no-strings attached basis to the employer.

Employees must take all reasonable steps to ensure that their immediate family members do not receive *gifts* or *personal benefits* that could appear to an impartial observer to be an attempt to subvert this policy or secure favour with the *District*.

The following are not considered to be *gifts* or *personal benefits* for purposes of this policy: compensation authorized by law; authorized reimbursement for out-of-pocket expenses; and a lawful contribution made to a candidate for election as trustee of the Salt Spring Island Fire Protection District.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the *Board of Trustees*.

RELATED DOCUMENTS

APPROVALS

Approval date:	2017-09-18	Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	