



TOWN OF HINTON

POLICY TITLE: ACCEPTANCE OF GIFTS & BENEFITS

POLICY #: #093

EFFECTIVE DATE: NOVEMBER 1, 2011

**ADOPTED BY
COUNCIL ON:** NOVEMBER 1, 2011

POLICY STATEMENT

In the spirit of good governance, Council believes that standards and open transparency in the acceptance of gifts, benefits or favors in relation to the business of the Town of Hinton are important to establish, communicate and follow.

1. REASON FOR POLICY

To provide a clear standards and understanding to all Town employees and members of Council on the acceptance or providing of gifts, benefits or favors.

2. DEFINITIONS/STANDARDS

Employee – An employee of the Town of Hinton including full-time, part-time, seasonal, contractors, committee members and members of Town Council.

3. STANDARDS

Employees shall not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of their public service duties from any individual, organization or corporation.

Employees must not knowingly seek or accept in relation to Town of Hinton business activities, directly or indirectly, gifts, favours or other private benefits from third parties. Examples of such benefits may include, but are not limited to, cash and non-cash payments, goods and services, fees, special value privileges (such as the personal purchase or use of goods or services from a contractor, supplier or vendor at less than a price available to the public, except under a vendor agreement where discount pricing is offered to all employees as the case may be), pleasure or vacation trips or accommodations from any person, group, or organization that does or is seeking to do business with the Town.

Exceptions include:

- a) Modest gifts, favours or entertainment (Examples include calendars, pens, flowers, chocolates and tickets) that are typically valued at \$50 or less.
- b) Appropriate provision of refreshments, meals and token gifts, or attendance at events sponsored by suppliers or consultants where it could be reasonably interpreted as a relationship-building occasion in keeping with the best interest of the Town;
- c) Normal exchange of gifts between friends or business colleagues, tokens exchanged as part of protocol or the normal presentation of gifts to people participating in public function;
- d) The normal exchange of gifts between friends;
- e) The normal exchange of hospitality between persons doing business together.

An employee will not accept or provide any gift, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

A gift that has been provided to an employee that is appropriate and exceeds \$50 in value shall be reported to the Town Manager or Division Director. Gifts received throughout the calendar year as identified above shall be donated and advertised for a draw, raffle or auction at a Town fundraising social event (ie. Town Christmas Party). All proceeds from the draw shall be forwarded to a local recognized charity. A gift that has a deadline for use (ie. tickets to an NHL hockey game) shall be raffled off immediately with the proceeds going directly to a local recognized charity. If accepted, a thank-you card and note saying how the gift is being used will be provided.

Attendance at Events

Where an offer or invitation to attend a sponsored (no cost) function or event is extended to an employee, and the offeror does business or may potentially do business with the Town of Hinton, the employee's Director shall determine:

- a) What benefit will be obtained from attending;
- b) Who will benefit
- c) How many people should attend
- d) Who is best qualified to do so

In the case where the above applies to a Council member, Council shall determine at a Regular Meeting of Council factors a) to d) above.

4. RESPONSIBILITIES

Council – to set policy

Directors – to communicate contents of this policy to affected staff

All employees and councilors – to become familiar with and adhere to this policy

HR Manager – to organize gift items for fundraising event at annual Christmas Party or as may be required