

Perquisites	3030
Chapter 3: Disclosure, Conflict and Resolution	Department: Finance
Date Approved:	Date Revised:
Source Reference: Broader Public Sector Perquisites Directive Nogdawindamin Internal	

POLICY:

Nogdawindamin Family and Community Services prohibits employees from directly or indirectly demanding, accepting, agreeing to accept or offer gifts. Discounts, loans, services or benefits from a person, business, corporation, etc. having dealings with the Agency including individuals receiving services and their families could result in a conflict of interest.

PROCEDURE:

1. This policy is not intended to limit the ability of the Agency to accept tokens of appreciation, discounts, services, or benefits that in the judgement of the appropriate Director are not conflict of interest. In situations where a gift is appropriate, a maximum amount \$30 is deemed appropriate. There are times of very special significance that a gift of a higher dollar value is appropriate. For these situations a board resolution is required.
2. When an employee is offered a gift, discount, loan, etc., the employee must inform their Supervisor immediately. Accepting favours can create an expectation of some return of the favour from the Agency that could result in a conflict of interest.
3. The Supervisor, in their judgement, must determine if the offer warrants further action including informing the appropriate Director of the offer.
4. Any honorarium, travel grant or other monetary amount given to an employee must be submitted to the Agency.

POLICY REFERENCES:

HUMAN RESOURCES MANUAL