



Title: Acceptance of Gifts Policy
Policy Number: 070

Resolution Number: 14-040
Date Approved: February 4, 2014

PURPOSE:

To define circumstances and conditions under which a non-monetary or monetary gift may be received from an external individual or organization.

AUTHORITY:

- Management Discretion

PROCEDURE:

- It is acceptable for employees of the Town of Conception Bay South to accept non-monetary gifts that are intended for all employees within an office location and/or department. An example of this would include flowers and/or chocolates that are delivered to the general office.
- It is not acceptable for any employee to accept a gift of any kind, monetary or non-monetary that is intended specifically or solely for that individual.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: