UNIVERSITY OF MANITOBA
POLICY

<table>
<thead>
<tr>
<th>Policy:</th>
<th>GIFTS AND GRATUITIES OFFERED TO UNIVERSITY EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>January 20, 2009</td>
</tr>
<tr>
<td>Revised Date:</td>
<td>July 2, 2013</td>
</tr>
<tr>
<td>Review Date:</td>
<td>January 20, 2019</td>
</tr>
<tr>
<td>Approving Body:</td>
<td>Administration: Vice-President (Administration)</td>
</tr>
<tr>
<td>Authority:</td>
<td>Bylaw: Officers-President</td>
</tr>
<tr>
<td>Responsible Executive Officer:</td>
<td>President, delegated to Vice President (Administration)</td>
</tr>
<tr>
<td>Delegate:</td>
<td>Comptroller</td>
</tr>
<tr>
<td>Contact:</td>
<td>Comptroller</td>
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<tr>
<td>Application:</td>
<td>All Employees</td>
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Part I
Reason for Policy

1.1 To provide guidance to employees regarding the acceptance of gifts and/or gratuities.

Part II
Policy Content

2.1 Employees may not accept any gifts and/or gratuities where it could influence, or be perceived to influence, the business decisions of the University.

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the Vice President (Administration) that a formal review of this Policy is required.

3.2 The Comptroller is responsible for the implementation, administration and review of this Policy.
3.3 All employees are responsible for complying with this Policy.

**Part IV**  
**Authority to Approve Procedures**

4.1 The Vice President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V**  
**Review**

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is January 20, 2019.

5.2 In the interim, this Policy may be revised or repealed if:

(a) the Vice President (Administration) or Approving Body deems it necessary or desirable to do so;

(b) the Policy is no longer legislatively or statutorily compliant; and/or

(c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

(a) comply with the revised Policy; or

(b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

6.1 This Policy supersedes all of the following:

(a) Policy: Gifts and Gratuities Offered to University Employees (effective February 1972, revised May 11, 1993);

(b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

(c) all previous Administration Governing Documents on the subject matter contained herein.
Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Procedure: Gifts and Gratuities Offered to University Employees