

UNIVERSITY OF MANITOBA POLICY

Policy:	GIFTS AND GRATUITIES OFFERED TO UNIVERSITY EMPLOYEES
Effective Date:	January 20, 2009
Revised Date:	July 2, 2013
Review Date:	January 20, 2019
Approving Body:	Administration: Vice-President (Administration)
Authority:	Bylaw: Officers-President
Responsible Executive Officer:	President, delegated to Vice President (Administration)
Delegate:	Comptroller
Contact:	Comptroller
Application:	All Employees

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- 5.2 In the interim, this Policy may be revised or repealed if: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- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they: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- (b) are in turn repealed.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](#)