

UNIVERSITY OF MANITOBA PROCEDURE

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

Part I Reason for Procedure

- 1.1 To set out the procedure for employees regarding the acceptance of gifts
- 1.2 For the purpose of this procedure gifts includes all gifts, gratuities, personal loans, entertainment or other special considerations.

Part II Procedural Content

- 2.1 In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time shall an employee solicit or accept gifts from current or potential vendors, contractors or their agents, local businesses, University departments, or others with whom there is potential, ongoing or previous business or professional relationship. Employees may accept ordinary business courtesies, such as a modest meal or event, or gifts which are promotional items without significant value and which are distributed routinely. If the value of the gift is undetermined, it should be returned.

- 2.2 Offers from suppliers for sponsored conferences, seminars, trade shows, plant visits, etc., should be given careful consideration before acceptance so as to ensure that ethical and proper business/procurement practices are not compromised. When there is any doubt, the matter should be referred to the Vice-President (Administration) for approval.
- 2.3 An Employee may keep a door prize when it is offered to all attendees at a conference, seminar, or trade show.
- 2.4 The Vice-President (Administration) may approve exceptions to this Procedure. When approval has been granted for the acceptance of a gift it will be University property and used for general purposes. Where a gift is furnishings or equipment and the value exceeds \$2,500 it must be reported to the Comptroller.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Procedure is required.
- 3.2 The Comptroller is responsible for the implementation, administration and review of this Procedure.
- 3.3 All employees are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is January 20, 2019.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant; and/or
 - (c) the Procedure is now in conflict with another Governing Document.
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:

- (a) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein;
- (b) Policy: Gifts and Gratuities Offered to University employees (effective February 1972, revised May 11, 1993);
- (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (d) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Policy: Gifts and Gratuities Offered to University Employees](#)