

Receipt of Gifts Policy

1.0 Policy Statement

City of Mount Pearl employees shall only accept gifts in situations subjected to the guidelines established by this policy. This policy conforms with the City's *Employee Code of Conduct Policy (HR-CC-01)* and the *City Council Code of Ethics Policy (CAO-CE-01)*.

2.0 Background

To promote appropriate standards of conduct, this policy is designed to assist employees to recognize possible and/or perceived conflicts of interest that may arise with respect to the acceptance of gifts so that they can, in good faith, disclose, manage and resolve such situations.

3.0 Scope

This policy applies to Members of Council and all City of Mount Pearl employees at all locations.

4.0 Purpose

To establish a policy for the City of Mount Pearl that ensures that the receipt of any type of gratuitous expression is not detrimental to the aims of the City.


5.0 Receipt of Gifts

This policy applies to members of Council and all City of Mount Pearl employees at all locations.

- a) Any sort of gift attained by a City employee or member of Council shall in its entirety be limited to a total amount of under \$100.00.
- If a gift of more than the amount stated in this policy is received, it shall be returned to the sender with an acknowledgement of the return and reference to this policy. However, if the refusal of any gift, hospitality or other benefit will strain the City's business relationship, the Mayor or Chief Administrative Officer may accept it on behalf of the City with the appropriate acknowledgement.

- b) No City employee or member of Council shall place themselves in a position where they are under obligation to favour an individual or firm.
- Employees shall not, under any condition, solicit or accept a gift, present or favour, if it would place the employee under an obligation to the donor, or that could be viewed as being given in anticipation of, or in recognition of special consideration or influences upon the employee during their employment.

6.0 Approvals



Steve Kent, Chief Administrative Officer

February 20, 2019

Date