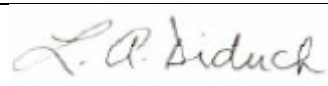


<b>Policy #</b>	HR 115
<b>Approved by:</b>	Lori A. Diduch
<b>Approval Date:</b>	May 10, 2022
<b>Policy Holder Signature:</b>	
<b>Policy Holder:</b>	Vice President, Human Resources and Organizational Effectiveness
<b>Administrative Contact:</b>	Director, Organizational Effectiveness
<b>Replaces Policy Dated:</b>	n/a
<b>Review Date:</b>	5 Years from approval date

## Allowable Employee Gifts

### Purpose/Rationale:

This Policy sets out Humber's organizational approach to providing employees and contract workers ("Staff") at Humber with gifts or other forms of recognition of monetary value at Humber's expense.

### Scope:

This Policy applies to all Staff at Humber and is intended to be applicable for all situations where Staff are provided with recognition in the form of gifts at Humber's expense. This policy does not apply to items that may be provided to students, community partners, prospective students or that may be widely available for marketing purposes. This policy also does not apply to draws or contents, including those that are widely offered to Staff members.

### Definitions:

Gift: In this Policy, any reference to a "gift" shall mean any of the following: In item of lasting value, a gift card, a monetary award or any other consideration with financial value that is not part of a Staff member's employment compensation.

### Policy:

In order to promote equity amongst Staff and to maintain fiscal responsibility across the College, Humber has adopted the provisions below to guide Staff in the proper and appropriate provisioning of staff gifts in all instances.

Humber is a complex and multi-dimensional organization and the below guidelines may not always be appropriate. Accordingly, The President and members of the Executive Team (S/VPs) may make exceptions to the general rules set out in the policy when special circumstances arise.

In the event that this policy does not provide direction with relation to a particular contemplated gift, the party involved should consult with their Vice President & Organizational Effectiveness as the policyholder, regarding appropriateness.

**General Approach:** The College will endeavour to provide employee gifts in accordance with the provisions set out herein, in a manner that is fair and equitable as well as fiscally responsible. Additionally:

- Gifts are not a component of compensation, nor should they be a substitute for compensation;
- Staff should not be given gifts as recognition for the performance of regular duties;
- Managers should be aware that every program or department experiences increased workloads from time to time (such as Fiscal Year End or Semester Start Up) and that gifts should not uniformly be given for such occasions, and other means of recognition should be considered such as time off;
- Managers should consider providing general staff recognition in ways other than giving gifts such as incorporating recognition into team events;
- Gift Cards of a value greater than \$20.00 are considered Gifts under this Policy and should only be given in unique and approved circumstances, as described herein. The \$20.00 limit has been set because any gift card valued at \$20.00 or less is considered a single-use gift card, and therefore is not considered a “gift” as described in this policy. An example of where single-use gift card might be appropriate, if you are providing coffee or lunch at an onsite team meeting and want to ensure your virtual participants are also able to enjoy complimentary coffee or lunch, you may decide to issue a gift card for equal value within the single-use limits.

College Wide Employee Appreciation Events: Any College wide employee appreciation events, such as the President’s BBQ, Employee Appreciation week, Support Staff Professional Development Days, Semester Start up President’s Breakfast, etc. will each carry their own budget and any employee gifts will be part of that budget and the appropriateness will be determined and approved during the budget planning exercise.

December Holiday season: Humber teams and departments can expense reasonable costs associated with meals and catering related to any December holiday luncheon celebrations. No gifts are to be provided at Humber’s expense (either through direct purchase or by expensing through Humber). In addition, the Executive Team will hold its annual holiday open house for all staff.

Long Service: Humber provides a Career Milestones program that includes anniversary cards, a Humber-hosted dinner and gifts based on years of service. Any gift purchased for celebrations occurring at the team or departmental level is not an allowable expense and must be paid for by team or department members at their own expense.

Staff Retirement: Humber provides a hosted dinner and a gift for all retirees. If individual teams or departments wish to hold their own retirement party as well, Humber will cover the cost of coffee, tea and cake only. Any gifts to be provided at these departmental events must be paid by individual employees' own funds and may not be expensed to Humber.

Staff departure for reasons other than retirement: Humber will cover the cost of coffee, tea and cake for a "sending off" party. Any gifts to be provided at these departmental events must be paid by individual employees' own funds and may not be expensed to Humber.

Special Projects: For large scale and longer-term projects that include key milestone deliverables, recognition may include the provisioning for reasonably priced project related swag or gifts to project team members to celebrate key achievements. The process and budget related to the provisioning of any of these gifts will be included in the project charter and budget.

Other Exceptional Contributions: In situations where staff members greatly exceed expectations for their respective roles by going above and beyond to provide extraordinary service to Humber, gifts may be given in recognition of such contributions provided that:

- Celebratory events are the default and generally preferred over gift purchasing; and
- If gifts are considered there is equity in the gift giving practice; and
- Gifts are not excessive or inconsistent with Humber's Values.

**References:**

N/A

**Appendices:**

N/A.

**Related Procedure(s):**

N/A.