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ACCEPTANCE OF GIFTS POLICY

PURPOSE

Hugh Garner Co-op is a non-profit housing co-operative and all of our staff are in close contact with members and applicants. Staff are also in close contact with suppliers, contractors and tradespeople. While the Co-op fully trusts the integrity of the staff, it recognizes the prevalence of the tradition to express appreciation for good service by offering gifts or favors. The acceptance of gifts can place staff in a real or perceived conflict of interest or be perceived as undue influence. The purpose of the policy is to provide clear direction with regard to the acceptance of gifts in order to protect staff from compromising situations.

POLICY

Staff cannot accept any gifts of the following: money, gift cards, expensive jewelry or clothing, trade services and appliances.

Occasionally, a member, applicant and/or supplier may want to show their appreciation by offering food, flowers or other nominal gifts under \$20.00 to staff. Staff may accept these gifts and will be expected to advise the person(s) that they are simply performing their duties. Where appropriate (for example, food) items will be shared with co-workers and/or members of the Co-op.

Staff may not borrow money from members, applicants or tradespeople. Staff also may not solicit funds for causes except for Co-op initiated campaigns.

PROCEDURES

The Co-op expects the staff will politely but firmly decline and/or return all gifts over \$20.00. If it is a gift of money or an item that can be used by the Co-op, and the giver refuses to accept the return, then the staff will inform the person that although they may not personally accept the gift they would be happy to accept it as a donation on behalf of the Co-op. The staff person will give the donation to the Co-ordinator who will report receipt of the gift at the next Board meeting. The donor will receive a thank-you letter from the Board confirming receipt of the gift. This letter will include a note about how the gift will be used (e.g. donation to seasonal charity drive).

Approved by Board of Directors May 8, 2003

Updated April 2019

MISSION STATEMENT:

Hugh Garner Housing Co-operative provides through democratic participation of its diverse membership, environmentally sustainable, affordable and safe co-operative housing