

# Gifts & Hospitality Policy

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## Purpose and Scope

The purpose of this policy is to clarify the conditions and expectations for Board members and employees when offered gifts, or hospitality (“Benefits”) related to their position or during the execution of their duties for Burlington Public Library (“BPL”).

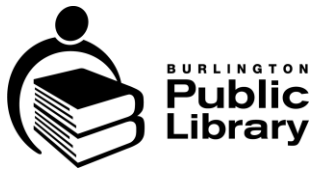
## Statement of Policy

A Board member or employee may not solicit or accept Benefits from any person or business that has or desires to have a contract with BPL. Exceptions may apply when the Benefits are available to all members of the public or to all BPL Board members and employees (e.g. discounted cell phone package).

No Board member or employee shall accept any Benefits that exceed \$100 in value. A Board member or employee shall notify the CEO of the receipt of Benefits with a value ranging from \$26 to \$100 inclusive. The CEO will document and disclose the receipt of these Benefits to the Chair and Vice Chair of the Library Board.

A Board member or employee may accept without specific approval or disclosure, a Benefit under the following conditions:

- The value does not exceed \$25; and
- It is infrequent in occurrence; and
- It is in the context of a business, community, or fundraising event; and
- The Benefit is not an attempt to seek special favours or advantages from the Board member, employee, or BPL.



## Exceptions

### Hospitality

Board members, management, and professional staff may be required, as part of their position responsibilities for BPL, to participate in hospitality events that may be more frequent or that may involve a higher monetary value than the above guidelines. The CEO or Chair of the Library Board (“Board Chair”) must approve participation in advance. This may include events such as dinner, golf, theatre or sports tickets.

### Gifts

In limited circumstances, it may be acceptable for a Board member or employee to accept a gift that is valued at over \$100. The CEO must approve these exceptions for employees in advance by completing a form that authorizes the employee to keep the gift. The CEO and Board members must seek approval from the Board Chair before acceptance of gifts more than \$100 and the Board Chair must seek approval from the Vice Chair of the Library Board.

### Speaking Engagements

No Board member or employee shall charge or knowingly accept a fee for taking part in a public speaking event (e.g. radio, television, website, or conference) to which they were invited as a direct result of their position.

Any honoraria received by a Board member or employee for performing their work duties must be submitted to BPL through the CEO. At the discretion of the Board Chair or CEO, gifts offered to library staff such as plants, calendars, chocolates, or items of this nature, may be accepted. Accepting free admission to a conference, workshop, or similar professional development event is not a violation of this policy.

Board members and employees may charge or accept a fee for speaking engagements outside of work time (e.g. vacation time) providing they are not representing or purporting to represent the Library.

- Effective Date: November 1, 2024
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- Amended Dates: December 2017, October 2024
- Associated Documents: