

Acceptance of Gifts or Honoraria

Reviewed Date		Number	HR0103
Revised Date	June 8, 2016	Approved Date	September 25, 1996

Introduction

The Simcoe Muskoka District Health Unit delivers a range of publicly funded services. Staff are reimbursed fairly and equitably for services provided on behalf on the Health Unit. From time to time service recipients may choose to express appreciation through gifts or honoraria.

Purpose

This policy provides the parameters for the acceptance and use of gifts or honoraria in appreciation of services rendered.

Legislative Authority

N/A

Policy Definitions and Interpretation

“gift” An unsolicited monetary or non-monetary item of value. Examples may include but are not limited to such items as an invitation to attend or participate in a sporting event or paid conference registration, hotel or mileage as such gifts would be deemed to be of monetary value.

“honorarium” An honorarium is a monetary payment made to a staff member by an external person/organization for work they deem to be above and beyond what is typically covered by the staff member’s regular salary during scheduled work hours, or to express their gratitude, and/or to confer distinction on the recipient.

Policy

Subject to approval by their direct supervisor, an honorarium may be kept by the individual employee when actual time and preparation were done on the employee’s own time unless deemed inappropriate or potentially compromising or represents a conflict of interest. Otherwise honoraria are to be submitted to Finance in order for the funds to be allocated to the applicable department budget. Honoraria may then be used at the discretion of the department Director.

All monetary and non-monetary gifts are to be reported and discussed with the direct supervisor. Depending on the nature of the gift, gifts valued over \$50.00 must be declined, returned or submitted to Finance in order for the funds to be allocated to the applicable

department budget. The monetary gift may then be used at the discretion of the department Director.

Accordingly all gifts or honoraria deemed inappropriate or potentially compromising to the employee or the Health Unit by the direct supervisor will be declined, returned, or submitted to Finance for distribution to the applicable department. Individuals involved in the procurement of goods must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

Procedures

1. All honoraria received by staff are to be reported and discussed with their direct supervisor. Upon the agreement of the direct supervisor honoraria may be kept by the individual employee when actual time and preparation were done on the employee's own time unless deemed inappropriate or potentially compromising or represents a conflict of interest (see policy HR0102). Otherwise, all honoraria shall be submitted to Finance.
2. All gifts received by staff are to be reported and discussed with their direct supervisor. Upon the agreement of the direct supervisor if the value of the gift is \$50.00 or less the gift may be kept by the individual employee unless the direct supervisor deems the gift to be inappropriate or potentially compromising or represents a conflict of interest (see policy HR0102). Otherwise, the gift shall be declined, returned or in the case of a monetary gift submitted to Finance.
3. Staff invited to social/sporting events organized by third parties shall discuss such invitations with their direct supervisor and may be allowed to attend on their own time, unless in unique circumstances approved otherwise by their Director or in the case of a Director by the Medical Officer of Health, or the event is deemed inappropriate or potentially compromising or represents a conflict of interest (see policy HR0102).
4. Where a judgment call is required by the direct supervisor regarding the acceptance of a gift or honoraria this should be discussed with their supervisor and the staff informed accordingly.
5. Unusual circumstances encountered by managerial staff will be discussed with the department Director and if necessary the Medical Officer of Health.

Related Policies

HR0102 – Conflict of Interest

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy Number Change – previous number A1.060
April 26, 2016 Updated to reflect amalgamated SMDHU

June 8, 2016: Revised