


Gift Acceptance

 Saskatchewan Health Authority WORK STANDARD	Title: Gift Acceptance Role performing Activity: Board Members	
	Location: Saskatoon City Hospital	Department/Unit: SHA Board Office
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	Related Policies/Documentation	

Work Standard Summary:

The purpose of this document is to establish the governance process for Board Members when presented with a gift. The intention is to ensure disclosure of gifts and to avoid the appearance of making decisions influenced by gifts.

Definition:

Gift means the transfer of property from one person to another, when it is done without recompense/compensation; includes hospitality or other benefit. Examples include, but are not limited to: any tangible products, gift certificates, invitations to meals, tickets to sporting, theatrical, cultural or political events.

Board members and members of their immediate families are not to accept gifts, hospitality, or other benefits in exchange for or as a condition of inducement of the exercise of their duties or responsibilities with the Saskatchewan Health Authority (SHA).¹

Members may accept gifts, hospitality or other benefits associated with their official duties and responsibilities if such²:

- Are within the bounds of propriety, a normal expression of courtesy or within the normal standards of hospitality;
- Would not raise questions about the Board member's objectivity and impartiality; and
- Would not be reasonably perceived to compromise the integrity of the Board member or the SHA.

Board Members are not permitted to accept prize winnings from SHA funded tickets to functions.

Essential Tasks:	
1.	Prior to any gift acceptance, consider: <ul style="list-style-type: none"> • The circumstances under which the gift(s) were offered and accepted; and • The gift and the associated monetary value.
2.	If there is any uncertainty, disclose the circumstances and associated monetary value to the Chairperson for guidance. In the case of the Chairperson, disclose the circumstances and associated monetary value to the Vice-Chairperson.

¹ General Bylaws, Appendix A, Code of Conduct

² General Bylaws, Appendix A, Code of Conduct

3.	<p>Multiple gifts received from any one source over a one-year period are considered borderline cases and Board members must file a disclosure statement to the Chairperson within ten (10) business days of receiving a gift indicating:</p> <ul style="list-style-type: none"> • The nature of the gift or benefit; and • Its source.
4.	<p>In the event an improper gift or benefit is received, it should be returned to the person offering it as soon as practicable. If there is no opportunity to return an improper gift or benefit, or where the return may be perceived as offensive for any reason, the gift or benefit must, as soon as practicable, be disclosed and turned over to the SHA.³</p>

³ General Bylaws, Appendix A