



No Gift Policy

Version Control

Version	Approval Date	Details	Approved By	New Review
1	pending	New	School Board	2024

IQRA College codes of conduct require that all staff members (teaching and non-teaching) demonstrate the College's commitment to treating all people and organisations, with whom we come into contact or conduct business with, impartially. Our staff members will demonstrate the highest standards of ethics and conduct in all matters when dealing with

- All vendors and suppliers, both existing and potential
- The customers and clients including students, parents and their families, both existing and potential
- Employees and potential employees
- Independent contractors and agents of the company
- Any individual or organization with whom they come into contact

As one effort to demonstrate our commitment to these standards and behaviour, all employees must abide by the following no-gift policy requirements. Any exceptions to the gift policy may be made only with the permission of the School Principal.

Scope

This policy applies to all staff of IQRA College.

Policy

- No gifts of any kind, that are offered by students, parents and their families, vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organization—no matter the value—will be accepted by any staff member, at any time, on or off the work premises.
- By "gift," IQRA College means any item including pens, hats, t-shirts, mugs, calendars, bags, key chains, portfolios, and other trinkets as well as items of greater value.
- This no-gift policy includes vendor or potential vendor or supplier-provided food, beverages, meals, or entertainment such as sporting events.
- This no-gift policy includes any business courtesy offered such as a product discount or any other benefit if the benefit is not extended to all employees.

Exceptions

- Exempted from this policy are gifts such as t-shirts, pens, trade show bags and all other trinkets that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event.
- This includes attendance at and food, beverages, and trinkets provided at events, exhibitor trade show floor locations, press events, and parties funded by conference or event sponsors.
- Exempted are cards, thank you notes, certificates, or other written forms of thanks and recognition.



- Exempted are food, beverages, and moderately priced meals or tickets to local events that are supplied by and also attended by current customers, partners, and vendors or suppliers in the interest of building positive business relationships which is directed by the school principal.
- This moderately priced entertainment is provided as part of a “working” meeting or session to benefit and advance positive working relationships and company interests. These activities are expected to be reciprocated by the school in turn.

Informing of This Policy

Staff members are required to professionally inform students, parents and their families, vendors, potential vendors and others of this no-gift policy, and the reasons the company has adopted the policy. Staff members will request that vendors respect our College’s policy and not purchase and deliver any gift for our staff members, a department, an office, or the College, at any time, for any reason.

Actions for Gift Receipt

If a staff member or department receives a gift:

- If feasible, the gift is returned to the giver.
- If not feasible to return the gift, the school will own the right to distribute the gift.
- Plants or flowers will be displayed in the lobby, or at another central location where all staff members may enjoy their presence.
- Gifts of food that may arrive during the holidays, and at other times of the year when gift-giving is traditional, belong to the entire staff and students even if addressed to a single staff member.
- Under no circumstances may a staff member take a food gift home. Food gifts must be shared with and distributed to all staff, with email notification, during work hours, in central, worksite locations.

Supplemental Nature of Policy

This policy is supplemental to the College’s codes of conduct, ethics, standards, values, and policies in the staff handbook and in other company documents.

If any staff member has questions about or needs clarification of any aspect of this policy, the staff member should check with their line supervisor. If the supervisor is uncertain, Human Resources is the arbiter of the gift policy to ensure consistent staff member treatment across the company.

All employees must acknowledge that they have received and understand the company gift policy.