

E.8.6 Business Conflict of Interest

Employees and their families are prohibited from entering into business relationships for personal gain, involving the untendered sale and/or distribution of goods and/or services to Karis Disability Services and/or to the persons receiving services from Karis Disability Services.

E.8.7 Gifts and Favours

1. Employees should not accept personal gifts/discounts from vendors or suppliers of the organization with the exception of Karis Disability Services negotiated employee discounts, business meals and receptions, or mementos or gifts of nominal value. However, receiving anything that could be construed as an inducement, incentive payment, pay-off, compensation, or a gift of more than a nominal value is not acceptable. If there is any doubt about the propriety of a particular situation, it must be avoided.
2. People who wish to express their appreciation to a particular employee should be encouraged to do so with a card or thank-you note. While employees may accept small expressions of appreciation of a nominal value from family members, etc., employees may not receive gifts directly from people using services unless it is part of a Christmas celebration or similar occasion and the persons receiving support can freely choose whether or not to participate (see also Section B – Guidelines on Relationships Between Employees and Persons Supported).
3. For specific occasions/situations such as birthdays or holiday celebrations, entire teams may choose to purchase a gift within the monetary guideline of the Community Services Procedure Manual for a person whom they support. However, it is discouraged for any one employee to give a gift.

E.8.8 Perquisites

1. Perquisites (“perks”) extended to any employee or Board Member of Karis Disability Services which are not related to Karis Disability Services’ established practices (e.g., years of service awards, negotiated discounts for employees) are generally prohibited.
2. The following perquisites are expressly prohibited and cannot be provided by any means, including an offer of employment, employment contract or reimbursement of expense: a. club memberships for personal recreation or socializing purposes (e.g., fitness clubs, golf or social clubs), b. seasons tickets to cultural or sporting events, c. clothing allowances not related to health and safety or special job requirements, d. access to private health clinics or medical services outside those provided by the provincial health care system or by the employer’s group insured benefit plans, and e. professional advisory services for personal matters (e.g., tax or estate planning).
3. In exceptional circumstances where it is demonstrated to be a business-related requirement, the Senior Leadership Team may approve a specific perquisite for an employee or Board Member.
4. Perquisite information including details of the exceptional circumstances will be made publicly available.
5. Records must be kept regarding any perquisites that have been approved and received by employees. These records must be made available for verification or audit purpose.