

## **YUKON DEVELOPMENT CORPORATION GIFT POLICY**

### **PURPOSE AND PRINCIPLES**

This policy establishes guidelines for the presentation of gifts and disposition of gifts by and to Yukon Development Corporation(YDC) board members and employees, including

- guidelines for the type and costs of gifts and/or souvenirs purchased with public funds and presented when appropriate by YDC officials to officials with whom they interact in the performance of their duties;
- guidelines for the disposition of gifts/souvenirs received by YDC officials acting in their capacity as representatives of YDC, whether received from officials or agencies of the public or private sector;
- guidelines to ensure that gifts presented by YDC are in accordance with uniform standards and reflect favourably on the government.

### **ROLES AND RESPONSIBILITIES**

#### **Presentation of gifts**

- (1) Modest gifts or souvenirs may be presented to dignitaries visiting Yukon and to officials who host or otherwise perform a service for YDC officials when they are visiting other jurisdictions.

Other than in exceptional circumstances, gifts should be exchanged by YDC officials of similar rank. That is, the Premier would normally present gifts to other Heads of Governments at provincial, state or national level. President/CEO would normally present gifts to Presidents/CEOs or Deputy Ministers of other jurisdictions.

- (2) Official gifts on behalf of YDC should insofar as possible reflect the unique nature of Yukon by virtue of being made here and/or represent some aspect of Yukon. The Protocol Officer at Executive Council Office can be contacted for recommendations as to the most suitable selection.

As a general rule, gifts presented by YDC should be restricted to a maximum value of up to two hundred (200) dollars.

- (3) Every effort should be made to avoid offering any embarrassment to the recipient with respect to the giving of a gift, including the actual value of the gift. In this respect, it should be borne in mind that it is frequently acceptable, and indeed preferable, to consult

discreetly in advance with the staff of a visiting dignitary regarding the matter of an exchange of gifts.

- (4) When in the course of performing the function of his/her office, an individual makes successive visits to Yukon, generally only the first of such visits should be the occasion of giving a gift of any significance. On successive occasions, an expression of the regard of YDC for the office and/or the individual may be made in other appropriate ways.
- (5) YDC officials attending conferences and otherwise representing YDC on visits outside of Yukon should be prepared on occasion to make a small but suitable presentation to the host official, in addition to small souvenirs such as pins to other official attendees and host staffs.

### **RECEIPT OF GIFTS**

- (1) Gifts received by YDC officials in the course of their official duties may be retained as personal property when the items are of modest value and when there is clearly no impropriety, or appearance of impropriety, in their receipt or retention.
- (2) Acceptance of incidental gifts, hospitality or other benefits by an official in the performance of their duties is acceptable providing:
  - The value of the item is less than one hundred (100) dollars;
  - The presentation is a normal expression of courtesy or protocol that does not bring into question the recipient's objectivity and impartiality or the integrity of YDC;
  - The gift is clearly intended for the incumbent rather than the office the incumbent represents, as indicated by specific inscription or some other tangible evidence, or the nature of the gift itself.
- (3) Gifts, hospitality or other benefits of value exceeding five hundred (500) dollars, or which could be deemed to bring into question the recipients objectivity, impartiality or the integrity of YDC should be tactfully declined. When this is not possible, such gifts should be reported in confidence and writing to the Audit Committee. If the Audit Committee deems there is impropriety with a gift, hospitality or other benefit the Chair will notify the Minister. The disposition of the gift or benefit will be determined by Management Board, together with a decision as to whether a public declaration of all relevant details is appropriate.