



Policy Title: Receipt of Gifts Policy

1.0 Objective

The objective of this policy is to provide a framework to refrain University employees from considering the exchanging of gifts and benefits in the course of their official duties.

2.0 Scope

This policy applies to all employees of the University.

3.0 Policy

Giving and receiving gifts is routinely done to promote and strengthen business relationships, however such transactions may have the potential to turn into conflict of interest situations. Therefore, it is the policy of UMT that no employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, reward, promise of future employment or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee vis-a-vis University business. Receiving illicit gratification such as lunch/dinner etc. is prohibited under this policy.

Coffee, soft drinks and similar refreshments of nominal value provided other than as part of a meal are not considered to be gifts under this policy. Therefore, these types of nominal refreshments may be accepted. However, if such gratification appears to influence the judgment of an employee regarding university business then such refreshments/meal will be treated as a bribe.

The employee should at all times desist from giving or receiving money or other cash equivalent as a business gift or bribe if he/she knows it would violate the recipient's policy to accept it.

3.1 Exception

All the gifts, donations and endowments received by the university, in kind or cash are solely the property of the university and shall be used for the wellbeing of the UMT community. All gifts must be reported immediately. Gifts-in-kind include real estate; equipment, art, antiques, books, livestock, etc. must be reported immediately to OHCM, ORC and OTR through immediate supervisor.

Any deviation from this policy must be reported to the OHCM and would be liable to disciplinary action if proven.

4.0 Compliance and Enforcement

The ORC, OHCM and OTR are the responsible offices to ensure implementation.