

East Point Academy – Policy
Focus Area – Personnel
Policy PER 109 – Gifts to and Solicitation by Employees

Issued: November 16, 2017

Purpose: To establish the basic structure regarding solicitation by employees and the giving of gifts to employees.

Selling items for personal profit

In the interest of preserving a completely professional relationship between employees of this school and those whom they serve, the Board will not permit school employees to sell on school premises for personal profit products of any kind to other employees or students or patrons of the school in which they work.

Soliciting of employees

No organization may solicit funds from staff members within the school nor may they distribute flyers or other materials related to fund drives through the school without the approval of the Head of School or his/her designee. Staff members will not collect any money or distribute any fund drive literature within the school or from school employees, parents or students without such activity having approval of the Head of School or his/her designee.

As a matter of policy, the Board expects such activities to be kept to a minimum. The Head of School will seek direction from the Board concerning request for solicitation as needed.

Gifts from staff members to staff members

Individual staff members should generally refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the Board discourages collection of money for group gifts except in special circumstances such as bereavement, serious illness or special event.

Gifts to staff members

Any good school system expects to employ staff members who are ethical in their relationships with students, parents, other school personnel and all companies with whom the school does business.

The Board generally discourages the giving of gifts by students to staff members. Exceptions to this are small mementos, and items generally accepted as appropriate for student to teacher gifts. Gift cards should not exceed \$10.00 in value.

Consistent with State Ethics Commission guidelines, staff members should not accept personal gifts, bonuses, or gratuities from companies who do business with the school. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

This policy supersedes all previous EPA policies concerning Gifts to and Solicitation by Employees.